



# **Introduction to ARIMS**

Records Management and Declassification Agency



# Course Outline

- ❑ Army Consolidated Records Schedule (ACRS)
- ❑ Creating an Office Records List (ORL)
- ❑ Creating Folders
- ❑ Bulk Archive Tool (BAT)
- ❑ Army Electronic Archive (AEA)
- ❑ Practical Exercise on the ARIMS Website



Office of the Administrative Assistant to the Secretary of the Army

[www.oaa.army.mil](http://www.oaa.army.mil)

# RMDA Organization Chart

## MISSION

- HQDA level responsibility for the entire spectrum of Army's interrelated records management programs

**OAA**

(OAA-Office of the Administrative Assistant to the Secretary of the Army)

**RMDA**

**Joint Referral Center**

**Plans & Operations Division**

**Army Records Management Division**

**Department of Army FOIA/ Privacy Office**

**Army Declassification Activity**

**Joint Services Records Research Center**



# Army Records Branch Mission

Provide  
**oversight** and  
create **policy** for  
the Army's  
record  
management  
program.

Establish  
**programs** for  
records  
collection and  
preservation.

Operate and  
sustain the  
**ARIMS website**  
and the **Army**  
**Electronic**  
**Archive (AEA).**





# Federal Statutes

## Records Management By Federal Agencies:

By law, it is required for Army organizations to maintain and preserve official records and to dispose when no longer needed. (**Title 44 USC Chapter 31 and 36 CFR Subchapter B**)

This training will give an overview of regulatory requirements and Records Management concepts and responsibilities.



**Why is Records  
Management  
important to YOU?**



# Importance of Records Management to the Army

- ❑ **Protects** the rights and interests of the Army and its employees
- ❑ **Sustains** the Army's business process
- ❑ **Supports** Soldiers with documentation to validate health-related claims (e.g., PTSD)
- ❑ **Documents** the Army's history and provides Lessons Learned
- ❑ **Responds** to official requests for information from the public, Congress and the media
- ❑ **Complies** with Federal records laws (44 USC and 36 CFR)



# Records Management Roles





# What is ARIMS?

**ARIMS** is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

ARIMS major components include:

- Army Consolidated Records Schedule (ACRS)
- ORLs and Folders
- Bulk Archive Tool (BAT): Upload electronic records to AEA
- Army Electronic Archive (AEA)



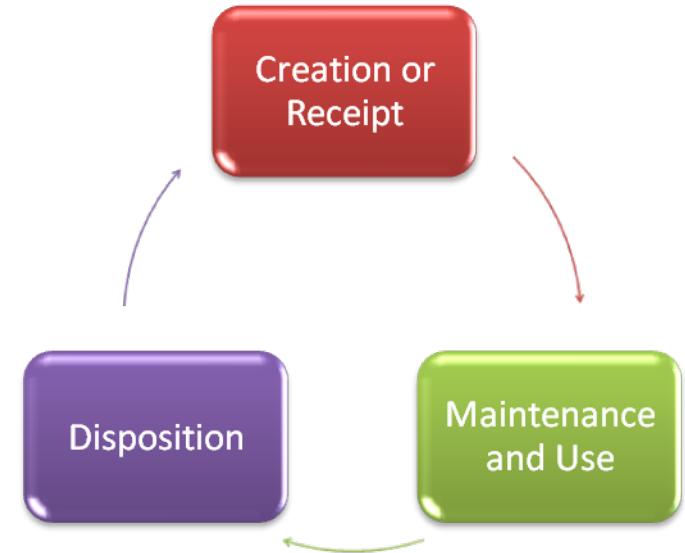
# Record Attributes

- Documentary materials.
  - Paper – books, memos, forms, reports, maps, etc.
  - Electronic – emails, databases, spreadsheets
  - Audiovisual, Photographic, Video, Film
  
- Made or received by an agency of the government, used to conduct business, and is worthy of preservation
  
- Contains information on agency policies, functions, decisions, activities, operations, etc.



# Record Attributes (cont.)

- Two categories of records:
    - Permanent (2-5 % of all records)
    - Temporary
      - Short term = Less than 6 years
      - Long term = Greater than 6 years
  - Managed by cutoff dates
    - Fiscal Year (FY)
    - Calendar Year (CY)
    - Event Driven
  - Have a lifecycle: Creation-Maintenance-Disposition
- Disposition**: Actions taken with records that are no longer required to conduct agency business.





# Is Email a Federal Record?

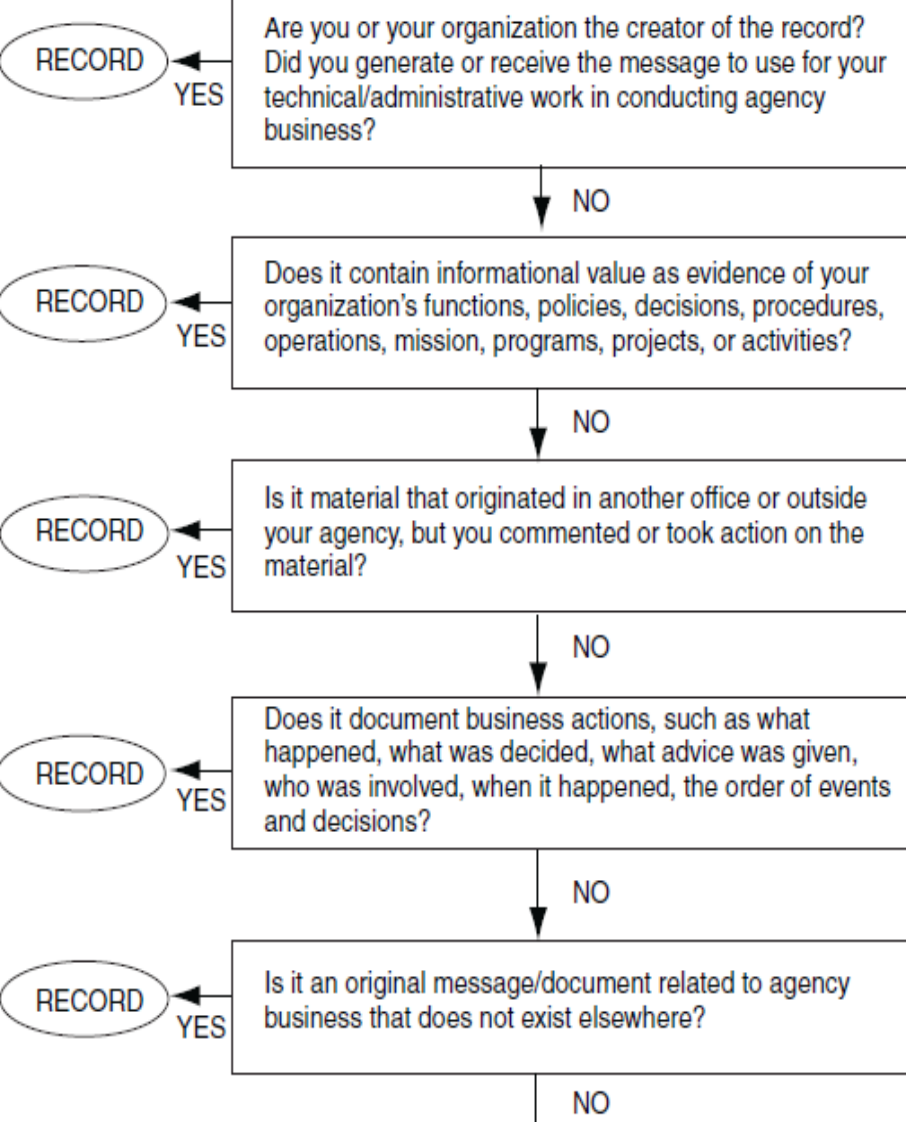
## **YES!!! *Maybe***

E-Mail messages are official records when they are created or received in the transaction of public/official business and are worthy of preservation.



## Is It a Record?

### E-mail message



Is it a draft or interim document that has not been circulated to others or does not contain substantive comments and for which there is a final version being maintained?

YES

RECORD

NO

Is it published or processed information that you received and use as reference?

YES

RECORD

NO

Was the message sent to you "for information only?" Is it a copy of a document or correspondence kept only for convenience of reference on which no action is taken?

YES

RECORD

NO

Is it information accumulated and kept at the workplace, but does not affect or reflect agency program business?

YES

RECORD

NO

Is it spam or documentation that has no work-related informational or evidentiary value? Is it routine chit-chat?

YES

RECORD

When in doubt, treat it as a record.  
Call your Records Officer for information.



# Army Consolidated Records Schedule (ACRS)

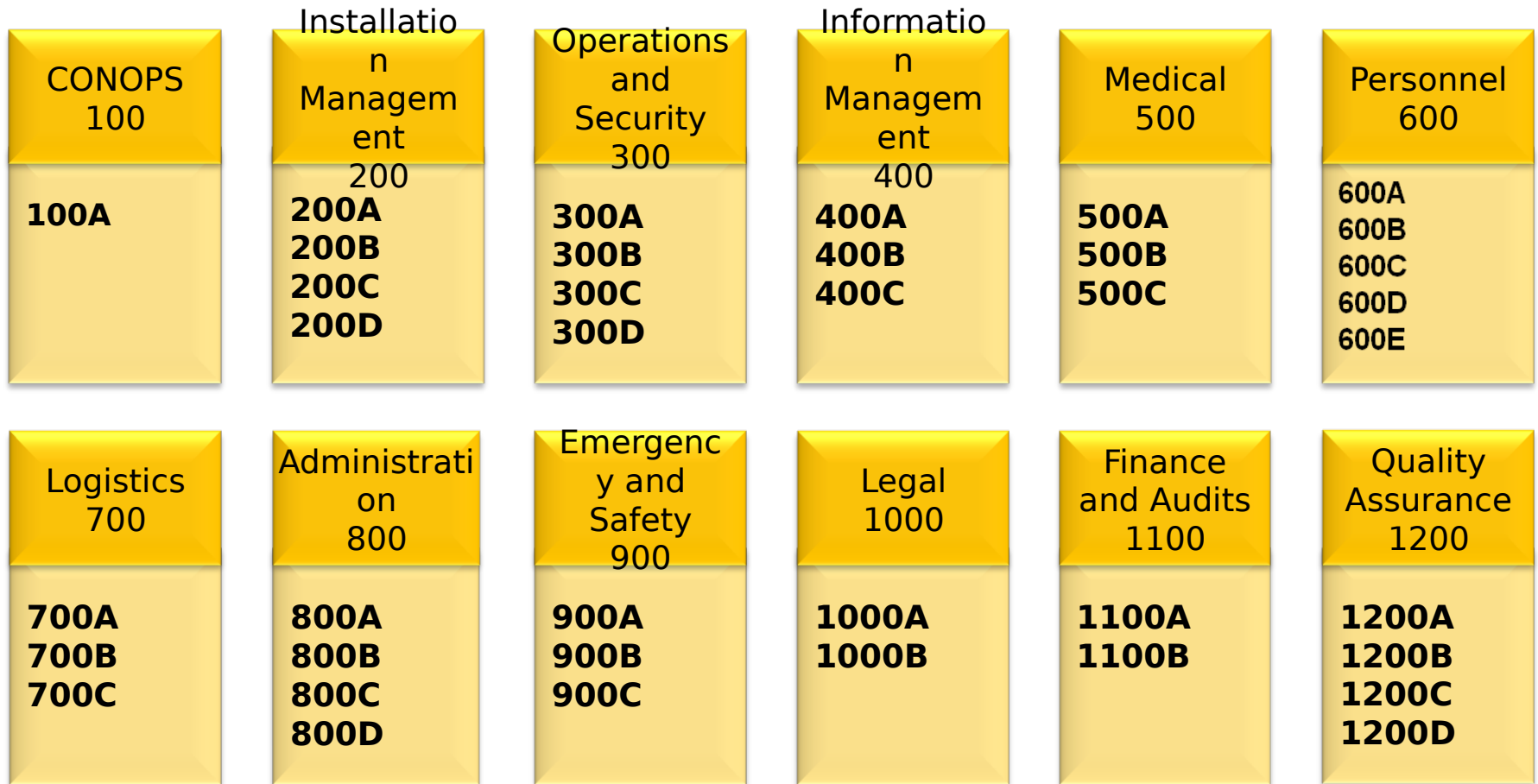


# Legacy Structure (RRS-A)

- 117 categories
- 6000+ record numbers (RNs)
- 6 disposition types: Keep (K), Transfer (T), Permanent (P), Unscheduled (U), Superseded (S), Rescinded (R)



# ACRS “Big Buckets” Structure





# ACRS Retention Periods

## Medical 500

### 500A General Medical Files

**0-6:**  
Inpatient records  
Medical Supplies  
Death Records

**6+:**  
Malpractice cases  
Practitioner credentialing  
Outpatient

**Permanent:**  
Command Health  
Epidemic disease report  
Health hazard assessment

### 500B Dental

**0-6:**  
Worksheets &  
tabulations  
Dental reports

**6+:**  
General Correspondence  
Dental files (Army-wide)  
Dental health records

**Permanent:**  
Currently not used

### 500C Medical Specialty Clinics

**0-6:**  
Hospital food supplies  
X-Ray files  
NATO treatment records

**6+:**  
Radiation oncology  
films  
DNA registry files

**Permanent:**  
Currently not used



# Key Changes

LEGACY	ACRS
6000+ record numbers in 117 categories	112 consolidated instructions in 12 categories
RRS-A: Basic & advanced searches	Single search due to fewer record numbers
Disposition codes: K, T, P, U, S, & R	Retentions periods: 0-6, 6+, & permanent
ORL: 20-30 record numbers	ORL: 4-5 record numbers



# Key Changes (cont.)

- RRS-A Crosswalk Conversion Table
  - Quick reference
  - Detailed reference (type in old record number)
- Creating Folders
  - Use RRS-A
  - “Other Retention Period” option to define disposition
  - Privacy Act (PA) indicator
  - Calendar or fiscal year indicator
  - Event-driven indicator with text box for description of event.
- Master Index Search Options
  - Normal search by: subject, keyword, record number, etc.
  - 2011 and earlier criteria
  - 2012 and later criteria
  - 2011 + 2012 criteria

Users can locate and view current record series/sub-series and old records numbers.

- Search ACRS
- Search Crosswalk
- Search for Records
- Admin Search
- List / Export

QUICK REFERENCE-CROSSWALK

- Record Series 100: Conti
- Record Series 200: Insta
- Record Series 300: Secur
- Record Series 400: Infor
- Record Series 500: Medic
- Record Series 600: Perso
- Record Series 700: Logis

Record Instruction Details - Windows Internet Explorer

**RECORD INSTRUCTION DETAILS**

To print Record Instruction Details, change your print preferences to print by Landscape.

Record Category	HERALDIC ACTIVITIES
Category Description	These records concern authority for, description, display, and use of flags, guidons, tabards, and automobile plates by Army organizations and personnel.
Record Number	840-10b
Record Title	Heraldic manufacturing drawings -Office having Army-wide responsibility
Record Description	Original manufacturing drawings on linen cloth used in the development of heraldic items for the Armed Forces and other Government departments and agencies. Included are drawings pertaining to flags, streamers, coats of arms, insignia, seals, and other symbolic items.
Record Type	Transfer
Disposition	PERMANENT. TP. In coordination with HQDA (DAPE-ZXI), offer to the National Archives when no longer required for on-site reference by the Institute of Heraldry.
Disposition Authority	NC1-AU-77-171
Additional Disposition Authority	None
Prescribing Directives	840-10.
Privacy Act Number	NA
Permanent Record	Yes
Event Driven	No

Record Series 800: Administration

- 800A Heraldic and Historical Activities ▾
  - 0-6
    - [840](#) [840-10a2](#) [870](#) [870-20a](#) [870-5e](#) [870-5g](#) [870-5h](#)
  - 6+



Search ACRS

Search Crosswalk

Search for Records

Admin Search

List / Export

## DETAILED REFERENCE-CROSSWALK

[Quick Reference-Crosswalk](#) | [Detailed Reference-Crosswalk](#)

Old Record Number:  \*

[Get Crosswalk](#)

[View Instruction](#)

-- OR --

Prescribing Directive:  \*

[Get Crosswalk](#)

-- OR --

Record Series:

Sub-series:

Duration:  ?

[Get Crosswalk](#)

### 800D: Administration and Housekeeping

Retention Period/Disposition	Record Description
0-6 Maintain records from creation to no longer needed for business or no longer than 6 years. Records should be maintained in accordance agency business rules.	<ul style="list-style-type: none"><li>• Program and budget guidance, operation budgets, operating agency 5-year programming files, DA program: development, planning (other than DA office responsible) and budget files</li><li>• Civilian personnel time and attendance files: Time and</li></ul>

## Search ACRS

## Search Crosswalk

## Search for Records

# DETAILED REFERENCE-CROSSWALK

[Quick Reference-Crosswalk](#) | [Detailed Reference-Crosswalk](#)

Old Record Number:

\*

[Get Crosswalk](#)

[View Instruction](#)

### RECORD INSTRUCTION DETAILS

To [print](#) Record Instruction Details, change your print preferences to print by Landscape.

Record Category	HOUSEKEEPING FILES
Category Description	These files relate to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. These files accumulate because of the daily administration of an office and its personnel. Housekeeping files must be maintained separately from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity.
Record Number	1a
Record Title	Office Records List
Record Description	Approved lists of records numbers for records created by the office.
Record Type	Keep
Disposition	KEN. Event is when superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Disposition Authority	NN-166-204
Additional Disposition Authority	None
Prescribing Directives	None
Privacy Act	

<u>Rec. Category</u>	<u>Record Title</u>	<u>Record Type</u>	<u>Duration</u>	<u>Permanent Record</u>	<u>Event Driven</u>	<u>Privacy Act Number</u>	<u>Record Number</u>	<u>Date Added</u>
HOUSEKEEPING FILES	<a href="#">Office Records List</a>	Keep	0	No	Yes	NA	1a	12/15/2010 9:00:32 AM

### RECORD INSTRUCTION DETAILS

To print Record Instruction Details, change your print preferences to print by Landscape.

Record Category	HERALDIC ACTIVITIES
Category Description	These records concern authority for, description, display, and use of flags, guidons, tabards, and automobile plates by Army organizations and personnel.
Record Number	840
Record Title	General heraldic activities correspondence files
Record Description	Routine comments on regulations, directives, or other publications submitted to office with chief responsibility; routine or general requests for information and replies; reference copies of records maintained by action officers and offices of record; informal reports with related information; general recommendations and suggestions with all types of transmittals; information received requiring no action; cards, listings, indexes, or other items which are created solely to facilitate or control work; and other transactions of a general, routine, and administrative nature. (This does not include instruction files. See file numbers 25-3011, 25-3012, 25-30q1 or 25-30q2.)
Record Type	Keep
Disposition	KEN. Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Disposition Authority	N1-AU-02-22

### LINK

## Walk | Detailed Reference-Crosswalk

Number:

Crosswalk

-- OR --

Alternative:

-- OR --

Record Series:

Sub-series:

Duration:

Rec. Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number
HERALDIC ACTIVITIES	General heraldic activities correspondence files	Keep	0	No	Yes	NA	840
HERALDIC ACTIVITIES	Heraldic items - Offices other than office having Army-wide responsibility	Keep	2	No	No	NA	840-10a2
HISTORICAL	General historical activities	Keep	0	No	Yes	NA	870

**Note:** The following character restrictions apply to electronic folder names if they will be used in the SharePoint System. ~ # % & .

< > ? / \ { | }. Additionally, the name cannot begin or end with a dot and cannot contain consecutive dots.

### US AHS - W313AA

**Office Symbol:** AAHS-RDR-R

**Office Records List:** 2012 - ARB ORL

**Record Series:** 800 - Administration

**Sub-series:** 800D - Administration and Housekeeping

**Duration:** 0-6

**Other Retention Period:** 2 Years

**Event Driven:** ☒

**Event Description:** 2 years old for action documents or when NLN for non-action

**Names of New Folders:**

RMDA Admin

☒ **Electronic**

☐ **Count:**

☐ **Show count in**

☒

**Privacy Act:**

**Calendar Year or Fiscal Year?**

☒ Calendar Year

☐ Fiscal Year

User can create labels using the old RRS-A information for hardcopy records.

Rec. Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number
Select. ADMINISTRATION	General administration correspondence files	Keep	2	No	Yes		1
Select. HOUSEKEEPING FILES	Office Records List	Keep	6	No	Yes		1a
Select. HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights	Transfer	1	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1
Select. HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	Transfer	1	No	No	OPM GOVT-1, OPM GOVT-2	1aa2
Select. HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	Transfer	1	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa3
Select. HOUSEKEEPING FILES	Office supervisory or manager employee records - Current employee	Keep	1	No	Yes	OPM GOVT-1, OPM GOVT-2	1aa4
Select. HOUSEKEEPING FILES	Office general management	Keep	6	No	No		1b
Select. HOUSEKEEPING FILES	Office job descriptions	Keep	6	No	Yes		1bb
Select. HOUSEKEEPING FILES	Office inspections and surveys	Keep	6	No	Yes		1c
Select. HOUSEKEEPING FILES	Office separations for military service (Superseded, use RM 1tc1 or 1tc2, whichever applies)	Superseded	0	No	No		1tc
Select. HOUSEKEEPING FILES	Office separations for military service - employee restored	Keep	1	No	Yes	OPM GOVT-1	1tc1
Select. HOUSEKEEPING FILES	Office separations for military service - Employee not restored	Keep	6	No	Yes	OPM GOVTG-1	1tc2
Select. HOUSEKEEPING FILES	Duty reports	Keep	0.5	No	No		1d
Select. HOUSEKEEPING FILES	Office pending requests	Keep	6	No	Yes	OPM GOVT-1 OPM GOVT-2 OPM GOVT-3 OPR 34A060-200DAPE	1dd
Select. HOUSEKEEPING FILES	Housekeeping instructions	Keep	6	No	Yes		1e
Select. HOUSEKEEPING FILES	Duty rosters	Keep	6	No	No		1ee
Select. HOUSEKEEPING FILES	Office organization files	Keep	6	No	No		1f
Select. HOUSEKEEPING FILES	Office standards of conduct files	Keep	1	No	Yes	A0015A4RC, OPM GOVT-1	1ff

Record Media Type: [What's this?](#)

☒ All Records ☐ Electronic Records ☐ Hardcopy Records

Search In: ☒ Folder ☒ Document Subject:  All of the words entered ▾

Keyword(s):  All of the words entered ▾

Record Number:

Special Collection:

Vital Records: ☒ No  
☐ Yes

Date Submitted Range:  through:  (mm/dd/yyyy)

**2011 & Earlier Criteria** ☒

Record Instruction Category:  ▾

Record Instruction Title:  All of the words entered ▾

Record Type: [What's this?](#) ☐ Event ☐ Calendar ☒ Permanent ☐ Time Based ☐ All

Privacy Act Number:

Disposition Authority:

Prescribing Directive:

**2012+ Criteria** ☒

Record Series:  ▾

Sub-series:  ▾

Duration:  ▾ [?](#)

Privacy Act Number: ☒ NA ☐ Yes



# Unchanged Processes

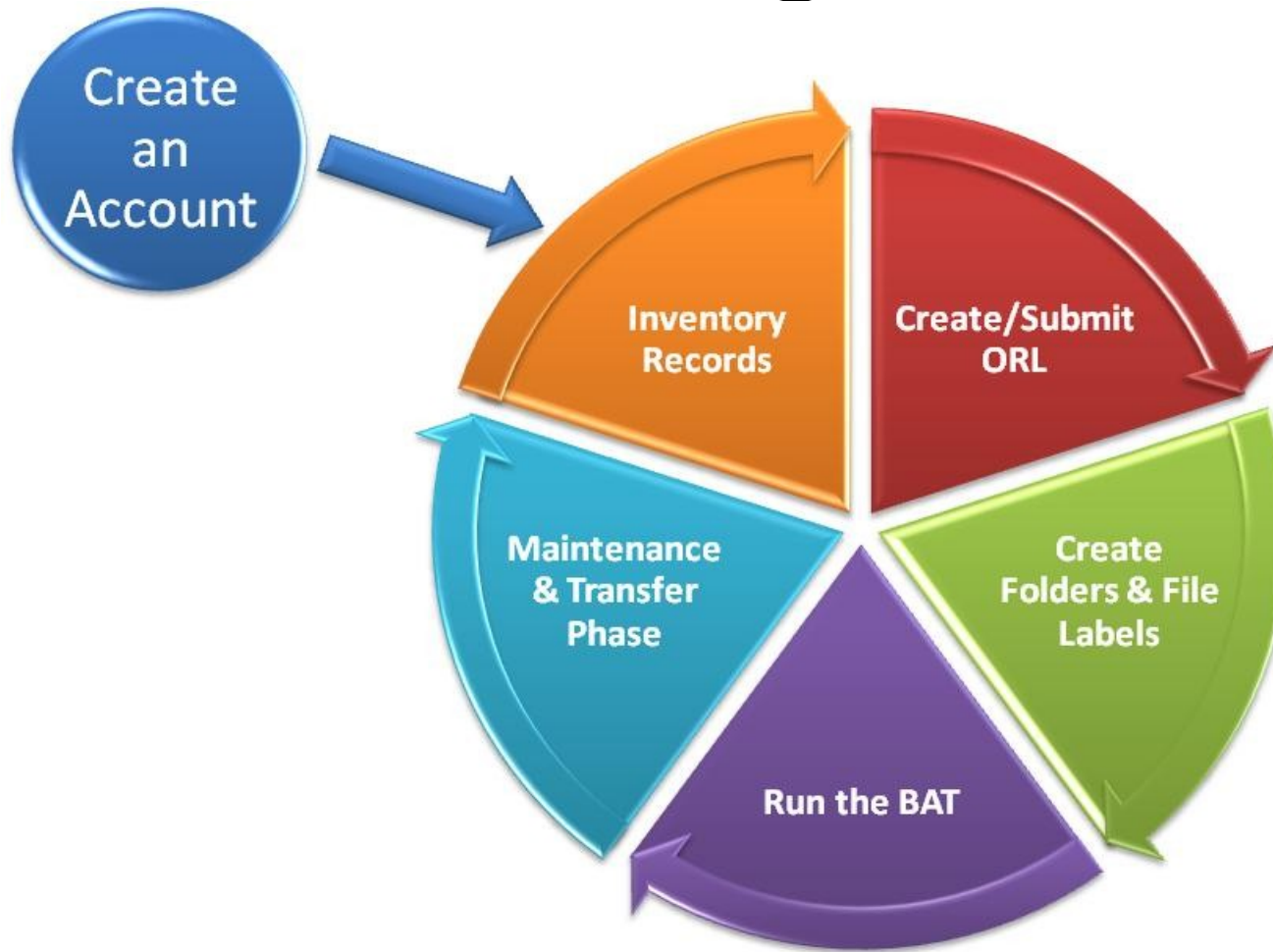
- Creating ORLs
  - From scratch
  - By copy
  - From Library
  
- Printing Labels for Hardcopy Records
  - 6+ and permanent continue to print barcodes
  
- Transferring Records
  - 0-6 remain in CFA
  - 6+ and permanent are transferred to AEA, RHA, FRC, or NARA



# QUESTIONS



# Records Management Process







# Creating an ARIMS Account

- ❑ Go to the ARIMS Website: <https://www.arims.army.mil> or ARIMS-C Website: <http://www.arims.army.smil.mil>; must be done from a SIPR terminal with an AKO-S account for ARIMS-C access
- ❑ Login with CAC. (User must have an AKO or AKO sponsored account (or AKO-S account for ARIMS-C))
- ❑ ARIMS automatically processes registration and assigns Action Officer (AO) privileges to the user
  - Conduct Searches
  - Create/update Office Records List (ORL)
  - Create and print hardcopy folder labels
  - Create Electronic folders
  - Utilize the BAT to organize/upload electronic files to the AEA
- ❑ **User must select an office symbol to complete registration**

- My Account Overview
- My Contact List
- My Favorites

### USER PROFILE

Username: earl.ball

Army Account Type: DA|AR

User Class: AO

UIC: W6L2AA

Unit Name: US ARMY CORRECTIONS

Office Symbol: 

NETC-SKC-LS  
NETC-SKC-LS  
DAPC-ACC

Grade:

First Name: Earl

Middle Name: Wayne

Last Name: Ball

Address: 150 Army Pentagon, DC 20310-0150

AKO Email Address: earl.ball@us.army.mil

Telephone: (703) 428-7707 \*

DSN Telephone: 328-7707

Fax: (703) 428-7722

Approval Date:

Sponsor Username: mack.jenkinsjr

- Records Managers**  
Wingfield, Nicole  
HQDA  
nicole.wingfield@us.army.mil  
7035710278
- Records Administrators**  
Walker, Ernis  
HQDA  
ernis.walker@us.army.mil  
703 545 0502  
Fletcher, Brenda  
HQDA  
brenda.fletcher1@us.army.mil  
703-428-6298  
Glover, Willie  
HQDA  
willie.glover@us.army.mil  
703-545-0538

To finish the registration process, the user must select/input their office symbol and click submit.



# ARIMS TRAINING

U.S. ARMY

Army Records Information Management System

HOME

SEARCH

HELP

## POPULAR LINKS

[ACRS Updates](#) »

[RMDA Web Site](#) »

[FOIA Web Site](#) »

[Online Video Tutorials](#) »

## Welcome to the Army Records Information Management System (ARIMS)

### User Log-in

Login with CAC

Don't have an AKO Account? [Go to the AKO site.](#)

### Announcements as of 02/15/2013

- [New & Improved Reports for RA, RM & RM-RHAM Users](#) [+]
- [System Downtime on February 5th](#) [+]
- [Updated BAT for 64-Bit Operating Systems](#) [+]
- [ARIMS will be down DECEMBER 27th](#) [+]
- [System Maintenance Schedule](#) [+]

### Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

## POPULAR GUIDES

[New ARIMS Interface and Features Quick Reference Guide\(pdf\)](#) 📄

[ARIMS Quick Reference Guide \(Web Page\)](#) 📄

[ARIMS Quick Reference Guide \(PDF\)](#) 📄

[ACRS Quick Reference Guide \(PDF\)](#) 📄

[ARIMS User's Guide \(PDF\)](#) 📄

[BAT User's Guide \(PDF\)](#) 📄

←

→

https://train.arims.army.mil/ARIMS/App/MainPage.aspx

User List Search

ARIMS Home

HOME

SEARCH

UPLOAD

URLs & FOLDERS

MANAGE

MY ACCOUNT

HELP

ADMIN

REPORTS

Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

MY FAVORITES

Your Most Used Pages and Functions

My Profile / My Records Manager

ARIMS PRODUCTION SITE

EDIT YOUR FAVORITES

SUBMIT A HELP DESK TICKET

Alerts

30 ORLs need your approval.

Login Options

Unit Selection

Select Unit: US AHS - W313AA

Sign in As: 0009 SC CO NETCOM 9TH SC(A - WCD299)

Announcements

■ New & Updated DAT for 64 Bit Operating Systems

■ ARIMS will be down DECEMBER 27th

■ System Maintenance Schedule

Previous Announcements

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MANAGE APPROVALS

URLs, Sponsorships, and Other Items Requiring Your Approval

URL: PBO FILES (2013), Proposed by Morris, Derrick

URL: FY13 (2013), Proposed by Robinson, Gizelle

Role Escalation: Lawrence Lee, WAW0D0(Records Manager)

Role Escalation: Robert Earle Whittle, WBNHAA(Records Manager)

Unit Access Request: Keomany Vongphrachanh turner, WDPRT0 (RM)

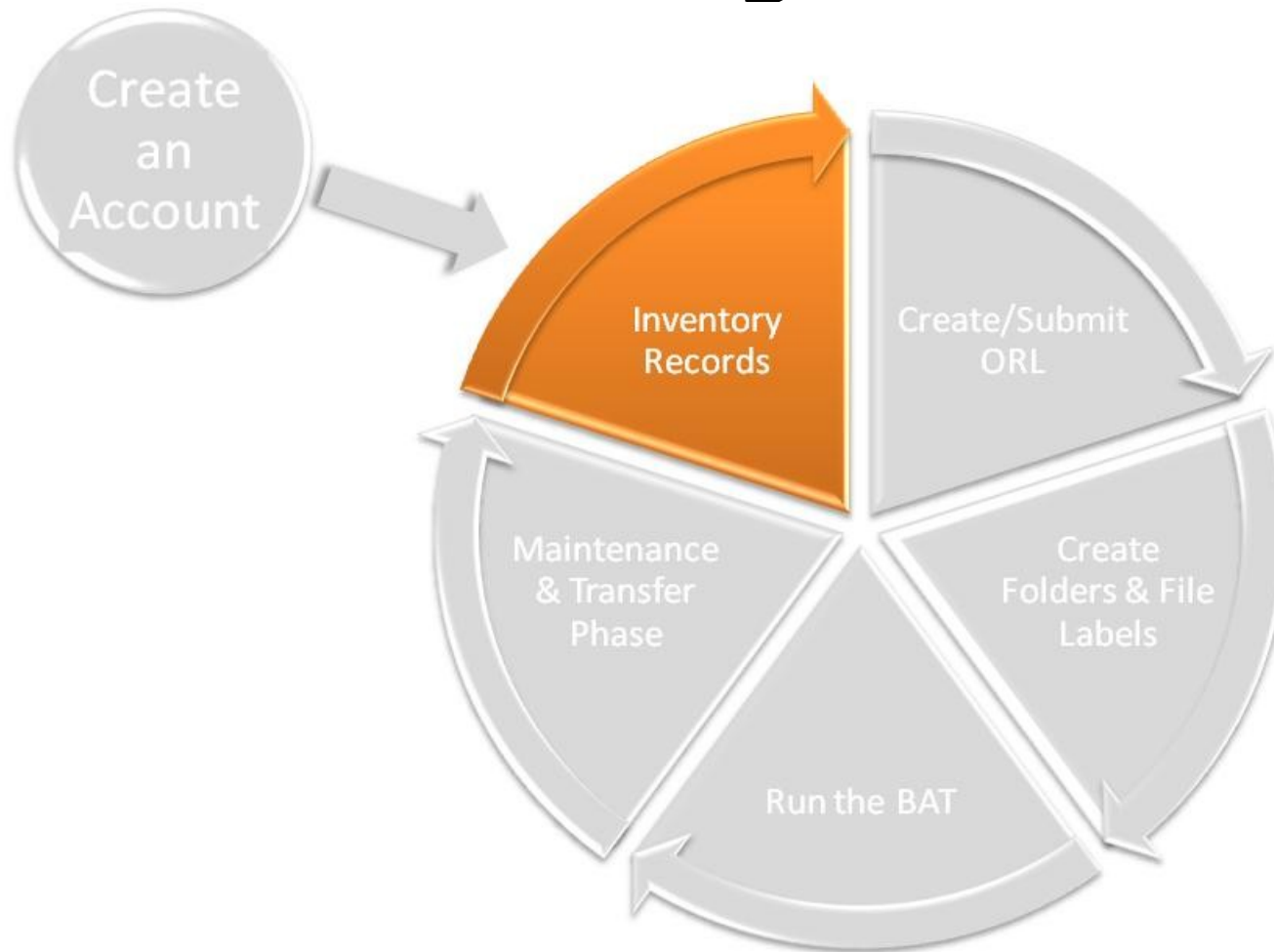
Unit Access Request: Valerie L Key, W1DFAA (AO)

REFERENCES

New ARIMS Interface and Features Quick Reference



# Records Management Process





# Objectives of the Inventory

## □ Answer four basic questions:

- Who is currently creating, receiving, and maintaining records?
- What is currently being kept to support the business process?
- Where and how are the records stored and maintained?
- Why are certain records stored and maintained?

## □ Locate your organizations records:

- Centrally located
- Multiple buildings
- Records Holding Area

# Sample Records Inventory Sheet

BLDG. #	1035
Rm. #	3 / Information Management Office
Record Title	IS Incident and Intrusion Reports - <b>Classified</b>
Record #	400B 6+
Disposition	<b>Tran</b> fer
Cut Off	Calendar Year
Inclusive Dates	01 JAN 2012 - Present
Description: Reports of intrusions or attempted intrusions into <b>classified</b> Information Systems (IS). POC: SSG Smith / 555-1234	

BLDG. #	1035
Rm. #	3 / Information Management Office
Record Title	IS Incident and Intrusion Reports - <b>Un-Classified</b>
Record #	400B 6+
Disposition	Transfer
Cut Off	Calendar Year
Inclusive Dates	01 JAN 2013 - Present
Description: Reports of intrusions or attempted intrusions into <b>undclassified</b> Information Systems (IS). POC: SSG Smith / 555-1234	

BLDG. #	
Rm. #	
Record Title	
Record #	
Disposition	
Cut Off	
Inclusive Dates	
Description	

BLDG. #	
Rm. #	
Record Title	
Record #	
Disposition	
Cut Off	
Inclusive Dates	
Description	

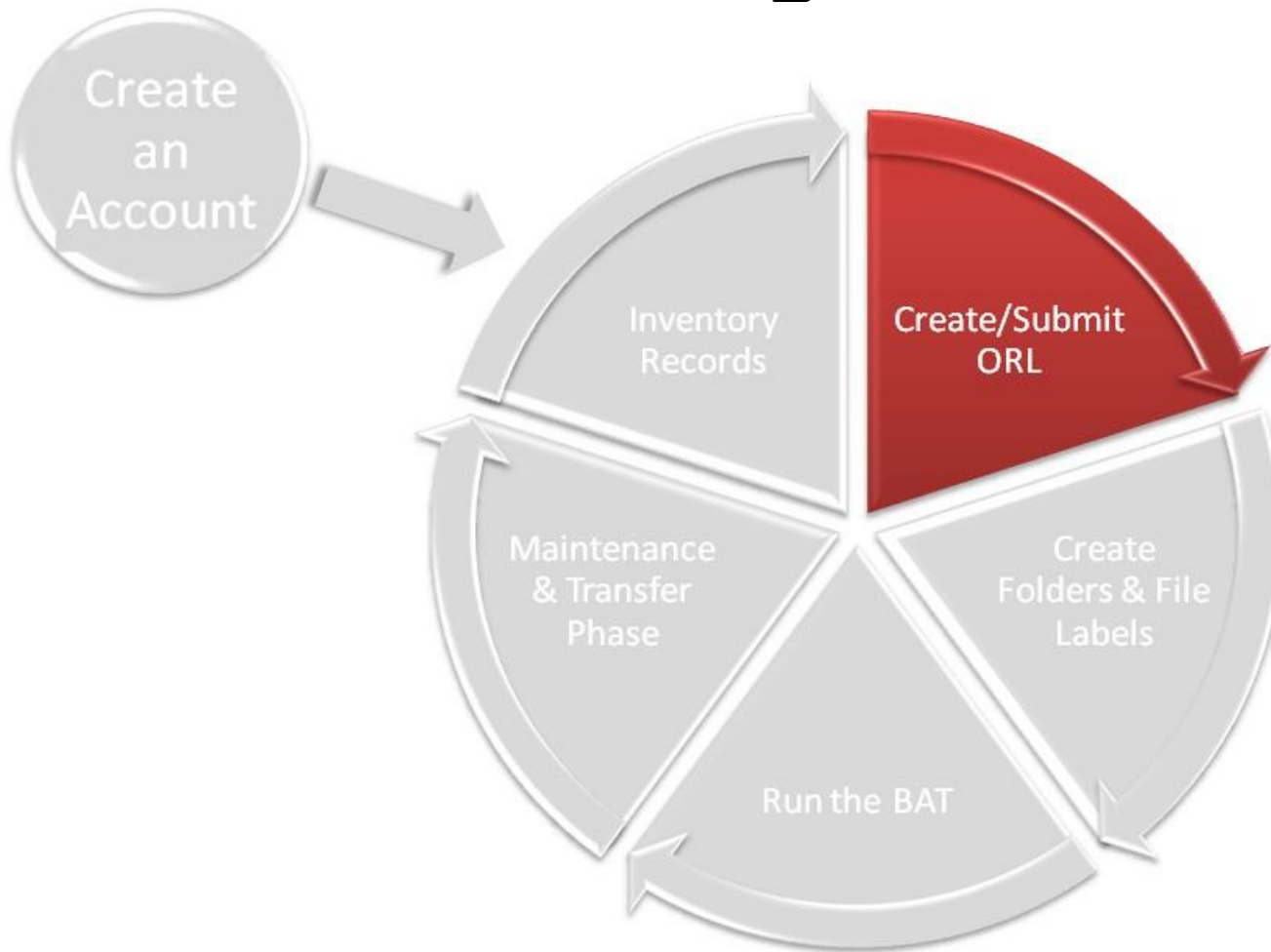


# QUESTIONS





# Records Management Process





# Office Records List (ORL)

- ❑ ORL = File Plan = List of records maintained in an office / information system.
- ❑ Based on office mission/function - What is your prescribing regulation(s) or directive(s)?
- ❑ Typically contains 4-5 records series per office symbol.
- ❑ Only one ORL per office symbol.
- ❑ Only has to be done ONCE per year.
- ❑ Can be re-used each year by copying.



# Create ORL from Scratch and by Copy



U.S. ARMY

# ARIMS TRAINING

Army Records Information Management System

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA [Log Out](#)

HOME

SEARCH

UPLOAD

URLs & FOLDERS

MANAGE

MY ACCOUNT

HELP

ADMIN

REPORTS

Welcome to ARIMS, [Mitchell Mckiver](#). You Are Currently Logged In As: [Mitchell Mckiver](#), Unit: [US AHS-W313AA](#)

## MY FAVORITES

Your Most Used Pages and Functions

[My Profile / My Records Manager](#) »

[ARIMS PRODUCTION SITE](#) »

[EDIT YOUR FAVORITES](#) »

[SUBMIT A HELP DESK TICKET](#) »

## Alerts

30 URLs need your approval.

## Login Options

### Unit Selection

Select Unit:

- 0009 SC CO NETCOM 9TH SC(A - WCD299
- 0650 MI GRP HERAT - WBWMY3
- ARLINGTON NATL CEM - W1C9AA
- IMMEDIATE OFC SEC A - W00EAA
- NETCOM HHC - W4NHAA
- OFC ADMIN ASST SEC - W1YSAA
- US AHS - W313AA**
- US ARMY ELECTRONIC - W47XAA

## Announcements

- New & Updated BAT for 64 Bit Operating Systems [ + ]
- ARIMS will be down DECEMBER 27th [ + ]
- System Maintenance Schedule [ + ]

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URLs, Sponsorships, and Other Items  
Requiring Your Approval

URL: PBO FILES (2013),  
Proposed by Morris, Derrick

URL: FY13 (2013), Proposed  
by Robinson, Gizelle

Role Escalation: Lawrence  
Lee, WAW0D0(Records  
Manager)

Role Escalation: Robert Earle  
Whittle, WBNHAA(Records  
Manager)

Unit Access Request:  
Keomany Vongphrachanh  
turner, WDPRT0 (RM)

Unit Access Request: Valerie  
L Key, W1DFAA (AO)



# ARIMS TRAINING

U.S. ARMY

Army Records Information Management System

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | [Log Out](#)

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+ FAVORITES

Office Records List

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## CREATE AN OFFICE RECORDS LIST FROM SCRATCH

[Create ORLs](#) | [List ORLs](#)  
[Reorganize ORLs](#) | [ORL Report](#)

[Create from Scratch](#) | [Create by Copying](#) | [Create from Library](#)

Create an  
and select  
series an

**Note:** If y  
include th  
(i.e. 1a, 1  
Crosswal

Create ORLs from scratch is the default screen for 'ORL & Folders' tab. From here users can access additional areas that were previously under the RM-Assist tab.

Office Records List text box,  
be updated to add record

n online help desk ticket and  
ll old RRS-A record numbers  
ng the Quick Reference-

Office Symbol: AAAAA-AR-C

- Office Records List
- ORL Library
- Proposed ORLs
- Folders

## CREATE AN OFFICE RECORDS LIST FROM SCRATCH

[Create ORLs](#) | [List ORLs](#)  
[Reorganize ORLs](#) | [ORL Report](#)

[Create from Scratch](#) | [Create by Copying](#) | [Create from Library](#)

Create an ORL from Scratch by selecting the Office Symbol, enter the name or title of the ORL in the Office Records List text box, and select the ORL Year. Then, click the Create ORL button. After creation is complete, the ORL can be updated to add record series and retention periods.

**Note:** If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Name: Records Management Di \*

Year: 2013

Create ORL

- Office Records List
- ORL Library
- Proposed ORLs
- Folders


## CREATE AN OFFICE RECORDS LIST FROM SCRATCH

Create ORLs | List ORLs  
Reorganize ORLs | ORL Report

Create from Scratch | Create by Copying | Create from Library

Create an ORL from Scratch  
and select the ORL Year  
series and retention period.  
**Note:** If you need an ORL  
include the following information  
(i.e. 1a, 105-6a, 25-400)  
Crosswalk or Detailed R

Message from webpage

 ORL creation was successful!

OK

Title of the ORL in the Office Records List text box,  
complete, the ORL can be updated to add record  
Records Officer to submit an online help desk ticket and  
ORL Year, and a list of all old RRS-A record numbers  
can be located by using the Quick Reference-

US AHS - W313AA

Office Symbol:

Name:  \*

Year:

Create ORL





U.S. ARMY

# ARIMS TRAINING

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+ FAVORITES

Office Records List

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## LIST OF ORLs

[Create ORLs](#) | [List ORLs](#)

[Reorganize ORLs](#) | [ORL Report](#)

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU:

Unit:

Office Symbol:

After clicking 'OK' the screen will automatically refresh to the 'List ORLs' screen.



Office Records List

ORL Library

Proposed ORLs

Folders

LIST OF ORLS

Create ORLs | List ORLs  
Reorganize ORLs | ORL Report

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA  
Unit: US AHS - W313AA  
Office Symbol: AAHS-RDR-R \*

Submit

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
OAA Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2013	Draft	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

Edit    Rename    View/Print    Submit as Proposed

- Office Records List
- ORL Library
- Proposed ORLs
- Folders

# LIST OF ORLS

Create ORLs | List ORLs  
Reorganize ORLs | ORL Report

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA  
Unit: US AHS - W313AA  
Office Symbol: AAHS-RDR-R \*

Submit

Click on the ORL to highlight it. Then click "Edit".

	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Training	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2013	Draft	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

Edit | Rename | View/Print | Submit as Proposed | Delete

Office Records List

LIST OF ORLS

Update ORL - Windows Internet Explorer



ORL DETAILS

2013-Records Management Division

Office Symbol: AAHS-RDR-R

ORL Name: 2013-Records Management Division

Please click the 'Add Record Instructions' button to search for Record Instructions to add to this ORL

Remove

Add Record Instructions

Close

Print Summary

Print Details

This screen is a pop-up. If this screen does not appear, ensure that pop-ups are enabled. Then maximize the screen.

Records Management Division	2013	Draft	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

Edit

Rename

View/Print

Submit as Proposed

## ORL DETAILS

2013-Records Management Division

**Office Symbol:** AAHS-RDR-R

**ORL Name:** 2013-Records Management Division

Please click the 'Add Record Instructions' button to search for Record Instructions to add to this ORL

Remove

Add Record Instructions

Close

Print Summary

Print Details

## SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS

You may search by Keyword, Regulation Number, or Record Series, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Series, you can sort the list either by number or description.

[Return to Update Page](#)

ORL Name: Records Management Division

### Search by Keyword

Keyword:

☒ Search within Record Series

### Browse by Record Series

Record Series:

Sub-series:

Duration:

[Explanation of Disposition Instructions](#)

[Submit Search](#)

[Reset Form](#)

### Hints for Searching by Keyword

- Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the instruction title or instruction description. If Search Within Record Series is checked, the Series title and Series description will also be searched. It will not be highlighted.
- Enter one keyword instead of a phrase, and then use the Search within Results option to reduce the number of hits.
- Do not begin and end a

# SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS

You may search by Keyword, Regulation Number, or Record Series, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Series, you can sort the list either by number or description.

[Return to Update Page](#)

ORL Name: Records Management Division

## Search by Keyword

Keyword:

☒ Search within Record Series

## Browse by Record Series

Record Series: 800 - Administration

Sub-series: 100 - Contingency Operations (CONOPS)

Duration: 200 - Installation Management and Field Organizations

300 - Security

400 - Information Management

500 - Medical

600 - Personnel

700 - Logistics

800 - Administration

900 - Emergency and Safety

1000 - Legal

1100 - Finance and Audits

1200 - Quality Assurance and Quality Control

Select Series

## Hints for Searching by Keyword

- Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
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# SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS

You may search by Keyword, Regulation Number, or Record Series, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Series, you can sort the list either by number or description.

[Return to Update Page](#)

ORL Name: Records Management Division

## Search by Keyword

Keyword:

☒ Search within Record Series

## Browse by Record Series

Record Series: 800 - Administration



Sub-series:



Duration:

800A - Heraldic and Historical Activities

800B - Army Programs; Boards, Commissions and Committees

800C - Management, Organization and Function

800D - Administration and Housekeeping

Explanation of D

[Submit Search](#)

[Reset Form](#)

[Select Sub-series](#)

## Hints for Searching by Keyword

- Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the instruction title or instruction description. If Search Within Record Series is checked, the Series title and Series description will also be searched. It will not be highlighted.



## SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS

You may search by Keyword, Regulation Number, or Record Series, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Series, you can sort the list either by number or description.

[Return to Update Page](#)

ORL Name: Records Management Division

### Search by Keyword


Keyword:

☒ Search within Record Series

### Browse by Record Series

Record Series:

Sub-series:

Duration:  

[Explanation of Disposition Instructions](#)

[Submit Search](#)

[Reset Form](#)

### Hints for Searching by Keyword

- Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the instruction title or instruction description. If Search Within Record Series is checked, the Series title and Series description will also be searched. It will not be highlighted.

The 'Duration' field can be left blank. Then click 'Submit Search'.



## SEARCH RESULTS

Office Symbol: AAHS-RDR-R

ORL Name: Records Management Division

[Return to Search Criteria](#)

Keyword search within results:

[Go](#)

Enter keyword criteria to search within the search results.

Number of Results: 3

<input type="checkbox"/>	<u>Record Series</u>	<u>Record Title</u>	<u>Sub-series</u>	<u>Duration</u>	<u>Date Added</u>
<input type="checkbox"/>	Administration	<a href="#">Administration and Housekeeping</a>	800D	0-6	4/14/2011 4:44:15 PM
<input type="checkbox"/>	Administration	<a href="#">Administration and Housekeeping</a>	800D	6+	4/14/2011 4:44:15 PM
<input type="checkbox"/>	Administration	<a href="#">Administration and Housekeeping</a>	800D	Perm	4/14/2011 4:44:15 PM

[Submit](#)

[Close](#)

The 'Duration' fields are on the right. Click the 'Record Title' to view the 'Disposition Details'.

## DISPOSITION DETAILS

To [print](#) Disposition Details, change your print preferences to print by Landscape.

<b>Series</b>	800
<b>Sub-series</b>	800D
<b>Record Title</b>	Administration and Housekeeping

### Summarized Description

#### Description

- Program and budget guidance, operation budgets, operating agency 5-year programming files, DA program: development, planning (other than DA office responsible) and budget files
- Civilian personnel time and attendance files: Time and attendance source and input records; OPM 71 or equivalent if time card and Korean National Hire Employees Time Sheet and related documents
- Congressional: visits, correspondence, Information for members of Congress (IMC), Special interest groups, Legislation comments (offices of legislative officers)
- Command inspection program, space management controls, general correspondence

**Duration** 0-6

Edit

Close

The description area is only a sample listing of all the record numbers contained in that category.

Once a user identifies they have records in the category, they can close this window, and select the check box

## SEARCH RESULTS

Office Symbol: AAHS-RDR-R

ORL Name: Records Management Division

[Return to Search Criteria](#)

Keyword search within results:

[Go](#)

Enter keyword criteria to search within the search results.

Number of Results: 3

<input type="checkbox"/>	<u>Record Series</u>	<u>Record Title</u>	<u>Sub-series</u>	<u>Duration</u>	<u>Date Added</u>
<input checked="" type="checkbox"/>	Administration	Administration and Housekeeping	800D	0-6	4/14/2011 4:44:15 PM
<input checked="" type="checkbox"/>	Administration	Administration and Housekeeping	800D	6+	4/14/2011 4:44:15 PM
<input checked="" type="checkbox"/>	Administration	Administration and Housekeeping	800D	Perm	4/14/2011 4:44:15 PM

[Submit](#)

[Close](#)

Select the required categories and click 'Submit' to add them to the ORL

## ORL DETAILS

2013-Records Management Division

**Office Symbol:** AAHS-RDR-R

**ORL Name:** 2013-Records Management Division

<input type="checkbox"/>	<u>Record Sub-series</u>	<u>Record Number</u>	<u>Retention Period</u>	<u>Status</u>
<input type="checkbox"/>	800D	800D	0-6	Proposed
<input type="checkbox"/>	800D	800D	6+	Proposed
<input type="checkbox"/>	800D	800D	Perm	Proposed

Remove

Add Record Instructions

Close

Print Summary

Print Details

You will be returned to the search screen. Repeat the process until you have selected all required record numbers

## SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS

You may search by Keyword, Regulation Number, or Record Series, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Series, you can sort the list either by number or description.

[Return to Update Page](#)

ORL Name: Records Management Division

### Search by Keyword

Keyword:

☒ Search within Record Series

### Browse by Record Series

Record Series: 400 - Information Management



Sub-series: 400A - Office Management, Management Information cont



Duration:



[Explanation of Disposition Instructions](#)

[Submit Search](#)

[Reset Form](#)

### Hints for Searching by Keyword

- Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the instruction title or instruction description. If Search Within Record Series is checked, the Series title and Series

## SEARCH RESULTS

Office Symbol: AAHS-RDR-R

ORL Name: Records Management Division

[Return to Search Criteria](#)

Keyword search within results:

[Go](#)

Enter keyword criteria to search within the search results.

Number of Results: 3

<input checked="" type="checkbox"/>	<u>Record Series</u>	<u>Record Title</u>	<u>Sub-series</u>	<u>Duration</u>	<u>Date Added</u>
<input checked="" type="checkbox"/>	Information Management	<a href="#">Office Management, Management Information control</a>	400A	0-6	5/17/2011 2:11:33 PM
<input checked="" type="checkbox"/>	Information Management	<a href="#">Office Management, Management Information control</a>	400A	6+	5/17/2011 2:11:33 PM
<input checked="" type="checkbox"/>	Information Management	<a href="#">Office Management, Management Information control</a>	400A	Perm	5/17/2011 2:11:33 PM

[Submit](#)

[Close](#)

## ORL DETAILS

2013-Records Management Division

Office Symbol: AAHS-RDR-R

ORL Name: 2013-Records Management Division

<input type="checkbox"/>	<u>Record Sub-series</u>	<u>Record Number</u>	<u>Retention Period</u>	<u>Status</u>
<input type="checkbox"/>	400A	400A	0-6	Proposed
<input type="checkbox"/>	400A	400A	6+	Proposed
<input type="checkbox"/>	400A	400A	Perm	Proposed
<input type="checkbox"/>	800D	800D	0-6	Proposed
<input type="checkbox"/>	800D	800D	6+	Proposed
<input type="checkbox"/>	800D	800D	Perm	Proposed

Remove

Add Record Instructions

Close

Print Summary

Print Details

You will be returned to the search screen. Repeat the process until you have selected all required record



Once the list is complete, click 'Close'

## ORL DETAILS

2013-Records Management Division

Office Symbol: AAHS-RDR-R

ORL Name: 2013-Records Management Division

<input type="checkbox"/>	<u>Record Sub-series</u>	<u>Record Number</u>	<u>Retention Period</u>	<u>Status</u>
<input type="checkbox"/>	400A	400A	0-6	Proposed
<input type="checkbox"/>	400A	400A	6+	Proposed
<input type="checkbox"/>	400A	400A	Perm	Proposed
<input type="checkbox"/>	400B	400B	0-6	Proposed
<input type="checkbox"/>	400B	400B	6+	Proposed
<input type="checkbox"/>	400B	400B	Perm	Proposed
<input type="checkbox"/>	800D	800D	0-6	Proposed
<input type="checkbox"/>	800D	800D	6+	Proposed
<input type="checkbox"/>	800D	800D	Perm	Proposed

Remove

Add Record Instructions

Close

Print Summary

Print Details



- Office Records List
- ORL Library
- Proposed ORLs
- Folders

LIST OF ORLS

Create ORLs | List ORLs

Reorganize ORLs | ORL Report

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

Three ORL Stages:

- **Draft** - User working
- **Proposed** - Sent to the RM
- **Approved** - User can create folders

ORL Name	RU	Unit	Office Symbol
OAA Training		US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA
ARIMS Training ORL	2041	Approved	HQDA
Records Management Division	2013	Draft	HQDA
2012 - Records Management Division	2012	Approved	HQDA

Edit

Rename

View/Print

Submit as Proposed

Delete

- Office Records List
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LIST OF ORLS

Create ORLs | List ORLs  
Reorganize ORLs | ORL Report

This is a  
Submit  
propose

Symbol and click the  
an ORL as

Message from webpage

 ORL submitted successfully as proposed.  
Unable to send email message to user(s) angela.freeman, carroll.sisk, jennifer.j.friend, shawn.hogan1, michael.d.meucci. The specified string is not in the form required for an email address.

OK

The ORL is sent to the RM and RA for review and approval.

approval.

ORL Name				Unit	Office Symbol
OAA Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Training	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2013	Proposed	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R



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Welcome to ARIMS, [Mitchell Mckiver](#). You Are Currently Logged In As: [Mitchell Mckiver, Unit: US AHS-W313AA](#)

## MY FAVORITES

Your Most Used Pages and Functions

[My Profile / My Records Manager](#) »

[ARIMS PRODUCTION SITE](#) »

[EDIT YOUR FAVORITES](#) »

[SUBMIT A HELP DESK TICKET](#) »

## Alerts

41 ORLs need your approval.

## Login Options

### Unit Selection

Select Unit:

Sign in As:

## Announcements as of 10/29/2013

### ■ NEW! Intermittent Outages on 29 Oct 13 [-]

The Fort Belvoir DOIM is conducting mandatory testing directed by the Regional Computer Emergency Response Team CONUS that will result in intermittent outages to the ARIMS Website. We apologize for the inconvenience and expect to be back up and running normally tomorrow, on 30 Oct 13.

### ■ System Maintenance Schedule [+]

## Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

## MANAGE APPROVALS

ORLs, Sponsorships, and Other Items  
Requiring Your Approval

ORL: Records Management  
Division (2015), Proposed by  
Mckiver, Mitchell

ORL: Budget (2070),  
Proposed by Deramouss,  
Thaleia

Role Escalation: Tab Arnold  
Burnett, WHNVAA(FOIA  
Officer)

Role Escalation: Bernard  
Wesley Burch, WAQ1A0  
(Records Manager)

Unit Access Request: Robert  
Riedl, W1EKAA (RM)

Unit Access Request: Juanito  
Deguzman Bautista, W8CCAA  
(AO)



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HOME SEARCH UPLOAD **ORLs & FOLDERS** MANAGE MY ACCOUNT HELP ADMIN REPORTS

ORLs & FOLDERS > PROPOSED ORLs

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## VIEW PROPOSED ORLs

Search for proposed ORLs by ACOM, Unit, and Office Symbol. These fields are filter parameters and are not required. After the ORLs are returned, click on the ORL Name of the appropriate ORL to view the record instructions associated with it.

ORL Name	ORL Year	ACOM/ASCC/DRU	UIC	Unit Name	Office Symbol	Proposed By
<a href="#">Records Management Division</a>	2013	HQDA	W313AA	US AHS	AAHS-RDR-R	Mitchell Mckiver
<a href="#">AMSA76</a>	2014	USARC	W6KHAA	99TH RGNL SUPPORT C	AFRC-SNJ-HA	Kayla Odland
<a href="#">Diamondback Ord Room</a>	2014	FORSCOM	WHU9D0	0002 AD BN 03 BTY D BTRY PATR	AFVL-RTD	Justin Stephens
<a href="#">General Admin Correspondence files</a>	2014	FORSCOM	WG2JA0	0038 IN BN 01 CO A RIFLE SBCT	AFZH-SBI-A	Kendall Hocketta
<a href="#">PBO</a>	2014	FORSCOM	WAQJAA	0003 AR HQ DIV HQ AND HQ B	AFZP-EXS-P	Shirley Goodman
<a href="#">Supply files</a>	2013	FORSCOM	WDX9B0	0003 AV BN 02 CO B HVY	AFZP-VXE-STD	Latisha Green
<a href="#">Out/In Processing</a>	2040	IMCOM	W6E6AA	USAG RHEINLAND-PFAL	IMEU-KAI-EEO	Antje Ginkelirlas
<a href="#">In/Out Processing</a>	2079	IMCOM	W6E6AA	USAG RHEINLAND-	IMEU-KAI-HR	Antje Ginkelirlas

## RECORDS MANAGEMENT - APPROVE RECORD INSTRUCTIONS

According to the users permissions, the user can approve or disapprove instructions by selecting checkboxes.

Please check the appropriate boxes (Approve or Disapprove), and then click Submit.

**ORL Name:** Records Management Division

<input checked="" type="checkbox"/>	<u>Record Sub-series</u>	<u>Record Number</u>	<u>Retention Period</u>	<u>Status</u>
<input checked="" type="checkbox"/>	400A Office Management, Management Information control...	400A	0-6	Proposed
<input checked="" type="checkbox"/>	400A Office Management, Management Information control...	400A	6+	Proposed
<input checked="" type="checkbox"/>	400A Office Management, Management Information control...	400A	Perm	Proposed
<input checked="" type="checkbox"/>	400B Information Management, Military Publications...	400B	0-6	Proposed
<input checked="" type="checkbox"/>	400B Information Management, Military Publications...	400B	6+	Proposed
<input checked="" type="checkbox"/>	400B Information Management, Military Publications...	400B	Perm	Proposed
<input checked="" type="checkbox"/>	800D Administration and Housekeeping...	800D	0-6	Proposed
Approve or Disapprove record instructions.		800D	6+	Proposed
		800D	Perm	Proposed

Approve

Disapprove

Add Record Instructions

Close





U.S. ARMY

# ARIMS TRAINING

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+ FAVORITES

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## CREATE AN OFFICE RECORDS LIST FROM SCRATCH

Create ORLs | **List ORLs**  
Reorganize ORLs | ORL Report

Create from Scratch | Create by Copying | Create from Library

Create an ORL from Scratch by selecting the Office Symbol, enter the name or title of the ORL in the Office Records List text box, and select the ORL Year. Then, click the Create ORL button. After creation is complete, the ORL can be updated to add record series and retention periods.

**Note:** If you need to include the following (i.e. 1a, 105-6a) Crosswalk or D

Printing ORL summary or detail.  
Remember this screen  
automatically defaults to 'Create  
ORLs'. Click 'List ORLs'.

help desk ticket and  
S-A record numbers  
Quick Reference-

Office Symbol: AAAAA-AB-C



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ORL Library

Proposed ORLs

Folders

## LIST OF ORLS

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This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU:

Unit:

Office Symbol:

[Submit](#)

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LIST OF ORLs

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Reorganize ORLs | ORL Report

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA  
Unit: US AHS - W313AA  
Office Symbol: AAHS-RDR-R \*

Submit

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
OAA Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2013	Approved	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R



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LIST OF ORLS

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This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: AAHS-RDR-R \*

Submit

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
OAA Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2013	Approved	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

## ORL DETAILS

2013-Records Management Division

**Office Symbol:** AAHS-RDR-R

**ORL Name:** 2013-Records Management Division

<input type="checkbox"/>	<u>Record Sub-series</u>	<u>Record Number</u>	<u>Retention Period</u>	<u>Status</u>
<input type="checkbox"/>	400A	400A	0-6	Approved
<input type="checkbox"/>	400A	400A	6+	Approved
<input type="checkbox"/>	400A	400A	Perm	Approved
<input type="checkbox"/>	400B	400B	0-6	Approved
<input type="checkbox"/>	400B	400B	6+	Approved
<input type="checkbox"/>	400B	400B	Perm	Approved
<input type="checkbox"/>	800D	800D	0-6	Approved
<input type="checkbox"/>	800D	800D	6+	Approved
<input type="checkbox"/>	800D	800D	Perm	Approved

Remove

Add Record Instructions

Close

Print Summary

Print Details

The user can print a  
ORL summary or details  
for their records.

## RECORDS MANAGEMENT - ORL SUMMARY

### US AHS-W313AA

**ACOM/ASCC/DRU:** HQDA

**Unit Name - UIC:** US AHS - W313AA

**Office Symbol:** AAHS-RDR-R

**ORL Name:** Records Management Division

**ORL Year:** 2013

**Date Created:** 3/14/2013

**Created By:** Mitchell Mckiver

<u>Record Sub-series</u>	<u>Record Number</u>	<u>Retention Period</u>	<u>Privacy Act</u>	<u>Status</u>
Information Management	400A	0-6	N/A	Approved
Information Management	400A	6+	N/A	Approved
Information Management	400A	Perm	N/A	Approved
Information Management	400B	0-6	N/A	Approved
Information Management	400B	6+	N/A	Approved
Information Management	400B	Perm	N/A	Approved
Administration	800D	0-6	N/A	Approved
Administration	800D	6+	N/A	Approved
Administration	800D	Perm	N/A	Approved

Close

Print Summary

## RECORDS MANAGEMENT - ORL DETAILS

Select a format

### RECORDS MANAGEMENT - ORL DETAILS

<b>ACOM/ASCC/DRU:</b>	HQDA	<b>ORL Name:</b>	Records Management Division
<b>Unit Name - UIC:</b>	US AHS - W313AA	<b>ORL Year:</b>	2013
<b>Office Symbol:</b>	AAHS-RDR-R	<b>Date Created:</b>	3/14/2013
		<b>Created By:</b>	Mitchell Mckiver

---

**Record Series:** Information Management

**Record Title:** Office Management, Management Information control

**Series Description:**

**Record Description:**

- Privacy Act (PA) reports, controls, PA statements, system reports and notices (Army-wide and office system manager)
- PA cases - appeals, approved requests un-appealed refusals, refusals overruled by appellate authorities, AARA (office of record)
- Waterway traffic data, district annual port to port by commodity by tabulation WCSC, intermediate summaries, progress reports, domestic detail card and tape files and census foreign data tapes

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CREATE AN OFFICE RECORDS LIST FROM SCRATCH

Create ORLS | List ORLS  
Reorganize ORLS | ORL Report

Create from Scratch | Create by Copying | Create from Library

Create an ORL from Scratch by selecting the Office Symbol, enter the name or title of the ORL in the Office Records List text box, and select the ORL Year. Then, click the Create ORL button. After creation is complete, the ORL can be updated to add record series and retention periods.

**Note:** If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Name: \*

Year: 2013

Create ORL

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## CREATE AN OFFICE RECORDS LIST BY COPYING

Create ORLs | List ORLs

Reorganize ORLs | ORL Report

Create from Scratch | **Create by Copying** | Create from Library

### US AHS - W313AA

Creating an ORL by copying a previous year ORL will copy all record series associated with it to the new ORL Name. Record Series can be added or removed after the new ORL is created.

**Note:** If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

Office Symbol:

ORL from which to copy:

Enter the name of the new ORL:

Year for New ORL:

Copy Folders: ☒

Create ORL



# ARIMS TRAINING

U.S. ARMY

Army Records Information Management System

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CREATE AN O

Message from webpage



ORL creation was successful!

OK

Create from Library

US AHS - W313AA

Creating an ORL by copying a previous year ORL will copy all record series associated with it to the new ORL Name. Record Series can be added or removed after the new ORL is created.

**Note:** If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

Office Symbol:

AAHS-RDR-R





U.S. ARMY

# ARIMS TRAINING

Army Records Information Management System

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## LIST OF ORLs

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This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU:

Unit:

Office Symbol:



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# LIST OF ORLS

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This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA  
Unit: US AHS - W313AA  
Office Symbol: AAHS-RDR-R \*

Submit

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
OAA Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2014	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2013	Approved	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

Edit | Rename | View/Print | Submit as Proposed

Folders

Request access to restricted folders, select the **View All** option, click the check boxes beside the folder title you need access to and click the **Request Records** button. To create and print barcode labels for hard copy folders click the **Hard Copy** option, click the check box beside the folder title and click the **Print Barcode** button.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

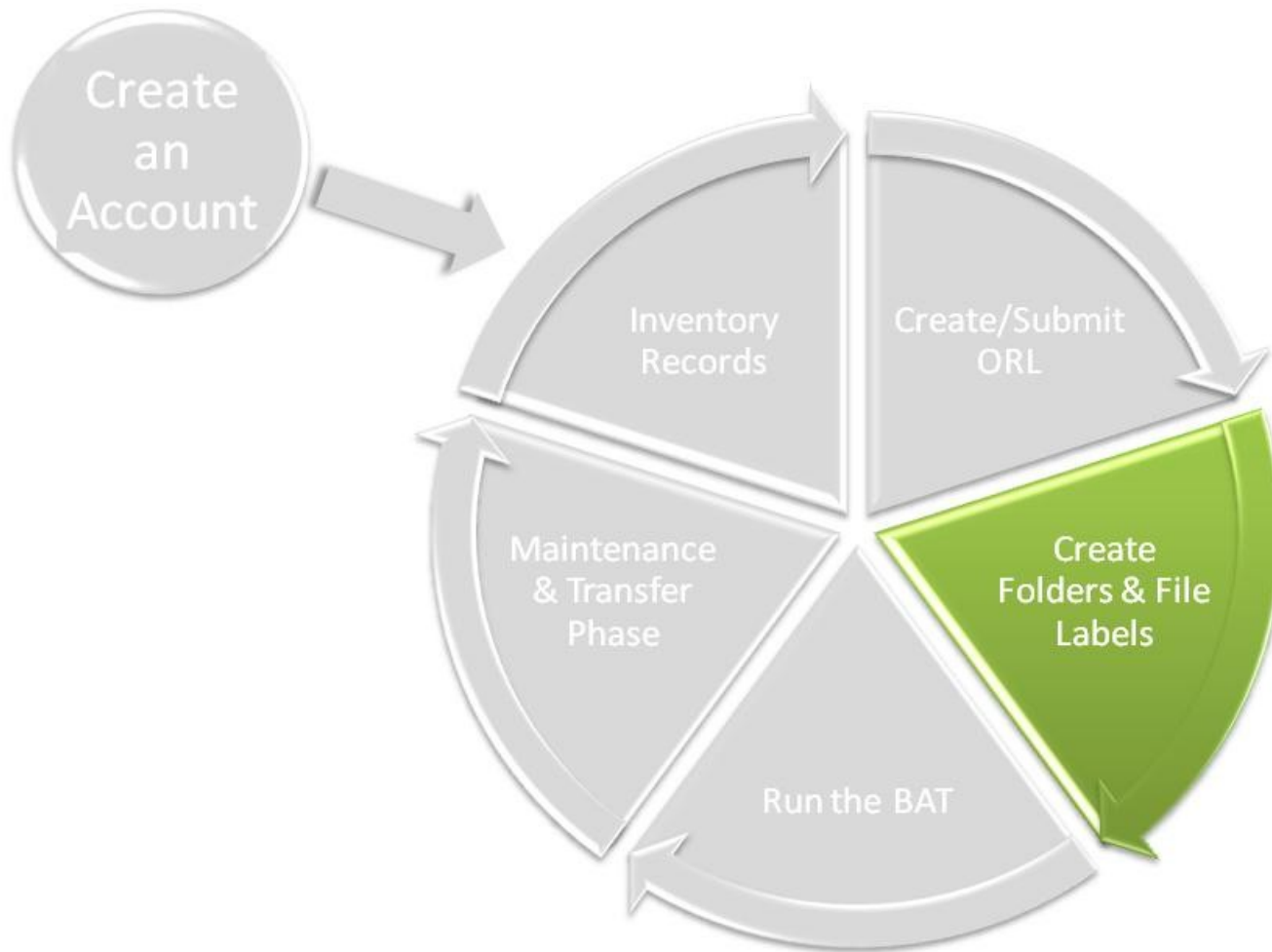
Office Records List: 2014 - Records Management Division

Folder Type: ☒ View All ☐ Electronic ☐ Hard Copy

<input type="checkbox"/>	Folder Title	Record Sub-series and Number	Retention Period	Special Collection	Media Type	Status
	Administrative Assistant - 0301	800D	0-6	None	Hardcopy	Checked Out
	Director	800D	0-6	None	Hardcopy	Checked Out
	IS Attempted Intrusions	400B	6+	None	Electronic	Opened
	IS Attempted Intrusions - Unclassified	400B	0-6	None	Electronic	Opened
	IS Suspected Intrusions	400B	6+	None	Electronic	Opened
	IS Suspected Intrusions - Unclassified	400B	0-6	None	Electronic	Opened
	IT - Specialist - 2210	800D	0-6	None	Hardcopy	Checked Out
	Management Analyst - -343	800D	0-6	None	Hardcopy	Checked Out
	Manager	800D	0-6	None	Hardcopy	Checked Out
	Office Job Descriptions	800D	0-6	None	Hardcopy	Checked Out
	Office Records List	800D	0-6	None	Hardcopy	Checked Out
	Successful Intrusions	400B	6+	None	Electronic	Opened



# QUESTIONS





U.S. ARMY

# ARIMS TRAINING

Army Records Information Management System

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Welcome to ARIMS, [Mitchell Mckiver](#). You Are Currently Logged In As: [Mitchell Mckiver](#), Unit: [US AHS-W313AA](#)

## MY FAVORITES

Your Most Used Pages and Functions

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[ARIMS PRODUCTION SITE](#) »

[EDIT YOUR FAVORITES](#) »

[SUBMIT A HELP DESK TICKET](#) »

## Alerts

30 URLs need your approval.

## Login Options

### Unit Selection

Select Unit:

Sign in As:

## Announcements as of 02/15/2013

- [New & Improved Reports for RA, RM & RM-RHAM Users](#) [+]
- [System Downtime on February 5th](#) [+]
- [Updated BAT for 64-Bit Operating Systems](#) [+]
- [System Maintenance Schedule](#) [+]

## Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

## MANAGE APPROVALS

URLs, Sponsorships, and Other Items  
Requiring Your Approval

URL: PBO FILES (2013),  
Proposed by Morris, Derrick

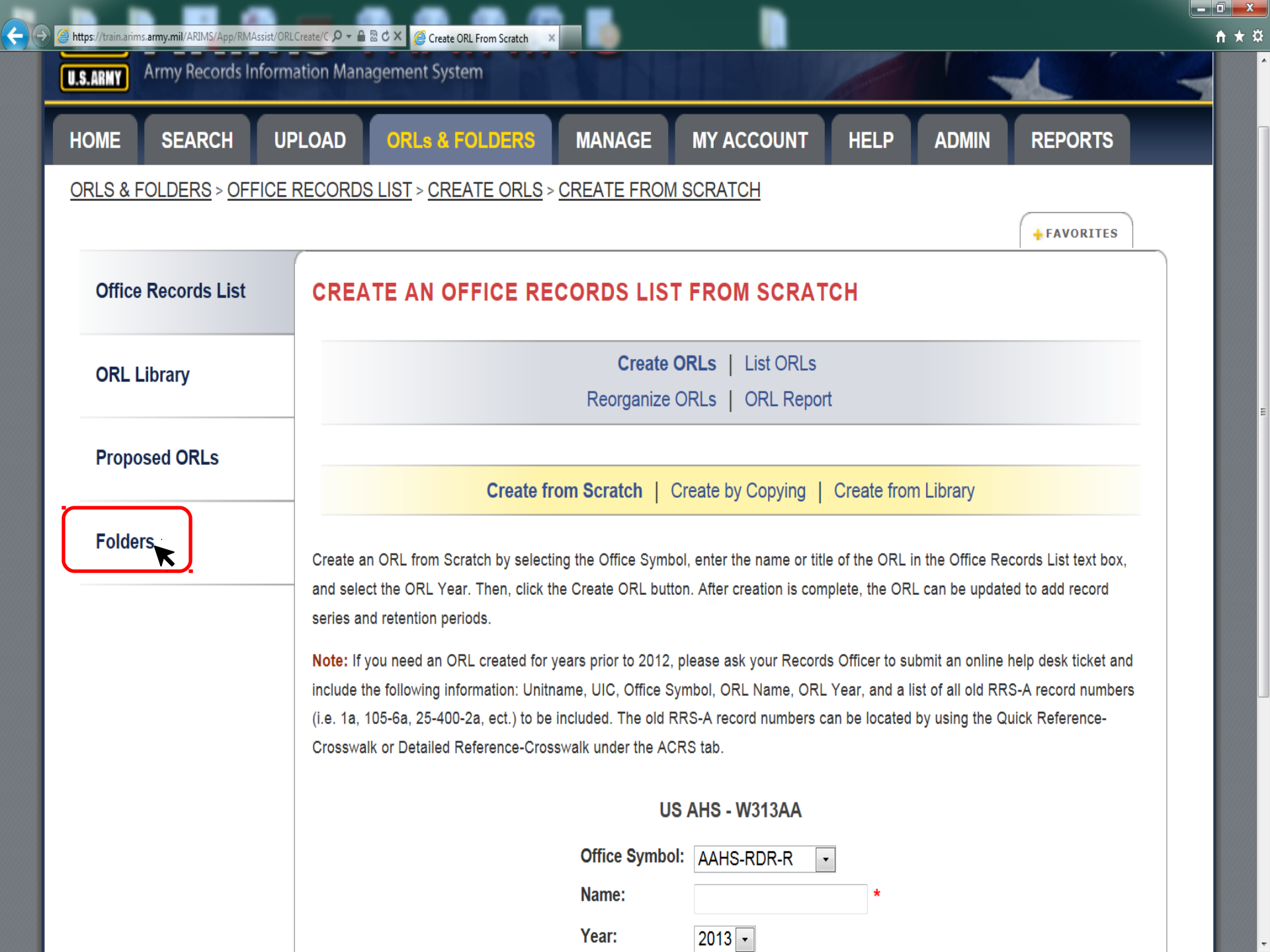
URL: FY13 (2013), Proposed  
by Robinson, Gizelle

Role Escalation: Lawrence  
Lee, WAW0D0(Records  
Manager)

Role Escalation: Robert Earle  
Whittle, WBNHAA(Records  
Manager)

Unit Access Request:  
Keomany Vongphrachanh  
turner, WDPRT0 (RM)

Unit Access Request: Valerie  
L Key, W1DFAA (AO)



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## CREATE AN OFFICE RECORDS LIST FROM SCRATCH

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US AHS - W313AA

Office Symbol: AAHS-RDR-R

Name: \*

Year: 2013



U.S. ARMY

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## RECORDS MANAGEMENT - CREATE FOLDERS

Create Folders

Delete Folders

List Folders

Vital Record Review

This screen allows you to create multiple electronic or hardcopy folders at one time. To create folders, enter the folder names, one per line, into the Names field and click the Add Folder button. All folders that are created will be identical except for the name; they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that were created.

If you have multiple hardcopy records that will occupy more than one folder, use the Multi-part checkbox, and enter the total number required in the Count: field.

**Note:** The following character restrictions apply to electronic folder names if they will be used in the SharePoint System: ~ " # % & \* : < > ? / \ { | }. Additionally, the name cannot begin or end with a dot and cannot contain consecutive dots.

US AHS - W313AA



## US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Record Series: 800 - Administration

Sub-series: 800D - Administration and Housekeeping

Duration: 0-6  Use RRSA...

Other Retention Period: . Years

Event Driven: ☐

Event Description:

Names of New Folders:

Vital Record: ☐

Multi-part: ☐

Privacy Act: ☐

Calendar Year or Fiscal Year? ☒ Ca

☐ Fis

☐ Yes ☒ No

Indexing for a Special Collection:

Special Collection:

Start by selecting each category:

1. Office Symbol
2. Office Records List
3. Record Series
4. Sub- Series
5. Duration
6. Use RRSA (optional)



	Rec. Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number
Select...	ADMINISTRATION	General administration correspondence files	Keep	0	No	Yes	NA	1
Select...	HOUSEKEEPING FILES	Office Records List	Keep	0	No	Yes	NA	1a
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	Transfer	0	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	Transfer	0	No	No	OPM/GOVT-1, OPM/GOVT-2	1aa2
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	Transfer	0	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa3
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records -Current employee	Keep	0	No	Yes	OPM/GOVT-1, OPM/GOVT-2	1aa4
Select...	HOUSEKEEPING FILES	Office general management					NA	1b
Select...	HOUSEKEEPING FILES	Office job descriptions					NA	1bb
Select...	HOUSEKEEPING FILES	Office inspections and surveys					NA	1c
Select...	HOUSEKEEPING FILES	Office separations for military service (Superseded; use RN 1cc1 or 1cc2, whichever applies)	Superseded	0	No	No	NA	1cc
Select...	HOUSEKEEPING FILES	Office separations for military service - employee restored	Keep	0	No	Yes	OPM GOVT-1	1cc1
Select...	HOUSEKEEPING FILES	Office separations for military service - Employee not restored	Keep	0	No	Yes	OPM/GOVTG-1	1cc2
Select...	HOUSEKEEPING FILES	Duty reports	Keep	0.5	No	No	NA	1d
Select...	HOUSEKEEPING FILES	Office pending requests	Keep	0	No	Yes	OPM GVT-1;OPM GVT-2;OPM GVT-3;DPR 34;A0690-200DAPE	1dd
Select...	HOUSEKEEPING FILES	Housekeeping instructions	Keep	0	No	Yes	NA	1e
Select...	HOUSEKEEPING FILES	Duty rosters	Keep	0	No	No	NA	1ee
Select...	HOUSEKEEPING FILES	Office organization files	Keep	0	No	No	NA	1f
Select...	HOUSEKEEPING FILES	Office standards of conduct files	Keep	0	No	Yes	A0001bAHRC; OPM/GOVT-1	1ff

Click on the 'Record Title' to view the record instruction details

## RECORD INSTRUCTION DETAILS

To [print](#) Record Instruction Details, change your print preferences to print by Landscape.

Record Category	HOUSEKEEPING FILES
Category Description	These files relate to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. These files accumulate because of the daily administration of an office and its personnel. Housekeeping files must be maintained separately from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity.
Record Number	1a
Record Title	Office Records List
Record Description	Approved lists of records numbers for records created by the office.
Record Type	Keep
Disposition	KEN. Event is when superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Disposition Authority	NN-166-204
Additional Disposition Authority	None
Prescribing Directives	None
Privacy Act Number	NA
Permanent Record	No
Event Driven	Yes
Event Description	supersession or obsolescence
Year Type	Calendar
Duration	0

Click the Close button at the bottom of page to return to RRSA page.

## Folders

...e, into the Name field and click the Add Folder button. All folders that are created will be identical except for the name; they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that were created.

*For those multiple hardcopy records that will appear under the one folder, use the Multi and checkbox and enter the total number.*

	Rec. Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number
Select...	ADMINISTRATION	General administration correspondence files	Keep	0	No	Yes	NA	1
Select...	HOUSEKEEPING FILES	Office Records List	Keep	0	No	Yes	NA	1a
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	Transfer	0	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	Transfer	0	No	No	OPM/GOVT-1, OPM/GOVT-2	1aa2
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	Transfer	0	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa3
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records -Current employee	Keep	0	No	Yes	OPM/GOVT-1, OPM/GOVT-2	1aa4
Select...	HOUSEKEEPING FILES	Office general management	Keep	0	No	No	NA	1b
Select...	HOUSEKEEPING FILES	Office job descriptions	Keep	0	No	Yes	NA	1bb
Select...	HOUSEKEEPING FILES	Office inspections and surveys	Keep	0	No	Yes	NA	1c
Select...	HOUSEKEEPING FILES	Office separations for military service (Superseded; use RN 1cc1 or 1cc2, whichever applies)	Superseded	0	No	No	NA	1cc
Select...	HOUSEKEEPING FILES	Office separations for military service - employee restored	Keep	0	No	Yes	OPM GOVT-1	1cc1
Select...	HOUSEKEEPING FILES	Office separations for military service - Employee not restored	Keep	0	No	Yes	OPM/GOVTG-1	1cc2
Select...	HOUSEKEEPING FILES	Duty reports	Keep	0.5	No	No	NA	1d
Select...	HOUSEKEEPING FILES	Office pending requests	Keep	0	No	Yes	OPM GVT-1;OPM GVT-2;OPM GVT-3;DPR 34;A0690-200DAPE	1dd
Select...	HOUSEKEEPING FILES	Housekeeping instructions	Keep	0	No	Yes	NA	1e
Select...	HOUSEKEEPING FILES	Duty rosters	Keep	0	No	No	NA	1ee
Select...	HOUSEKEEPING	Office organization files	Keep	0	No	No	NA	1f

Cancel

☐ Fiscal Year

Indexing for a Special Collection:

☐ Yes ☒ No

Special Collection:

There must be at least one folder in the 'Names of New Folders' field.

Select 'Electronic' or 'Hardcopy'.

Based on the information in the record instruction details, these items will be automatically populated.

Click 'Add Folders' when finished.

Create Multiple Folders

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Record Series: 800 - Administration

Sub-series: 800D - Administration and Housekeeping

Duration: 0-6 Use RRSA...

Event Driven: ☒

Event Description: supersession or obsolescence

Names of New Folders: Office Records list

☐ Electronic ☒ Hard Copy

Vital Record: ☐

Multi-part: ☐ Count:  ☐ Show count in folder name?

Privacy Act: ☒

Calendar Year or Fiscal Year? ☒ Calendar Year ☐ Fiscal Year

Indexing for a Special Collection: ☐ Yes ☒ No

Special Collection:

Freeze Code: ☐ Yes ☒ No

No freeze codes have been assigned to the above folder.

Add Folders

You must add folders before you submit for creation.

Submit

Office Records List: 2013 - Records Management Division

Record Series: 800 - Administration

Sub-series: 800D - Administration and Housekeeping

Duration: 0-6 Use RRSA...

Event Driven: ☐

Event Description:

Names of New Folders:

☒ Electronic ☐ Hard Copy

Vital Record: ☐

Multi-part: ☐ Count:  ☐ Show count in folder name?

Privacy Act: ☐

The folder has been added to the bottom of the page.  
NOTE: User must click 'Submit' to save the folders.

Freeze Code: ☐ Yes ☒ No

No freeze codes have been assigned to the above folder.

Add Folders

Title	Record Instruction	Special Collection	Vital	
Office Records list	800D	None	No	Delete

Submit

**Note:** The following character restrictions apply to electronic folder names if they will be used in the SharePoint System: ~ " # % & \* : < > ? / \ { | }. Additionally, the name cannot begin or end with a dot and cannot contain consecutive dots.

### US AHS - W313AA

Office Symbol:	AAHS-RDR-R	
Office Records List:	2013 - Records Management Division	
Record Series:	800 - Administration	
Sub-series:	800D - Administration and Housekeeping	
Duration:	0-6	<input type="button" value="Use RRSA..."/>
Event Driven:		
Event Description:		
Names of New Folders:		

When adding multiple record numbers in the same series, the user must reset the 'Duration' after adding folders.

Indexing for a Special Collection:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Special Collection:	
Freeze Code:	<input type="radio"/> Yes <input checked="" type="radio"/> No

No freeze codes have been assigned to the above folder.

Title	Record Instruction	Special Collection	Vital	
Office Records List	800D	None	No	Delete

Users can create multiple folders under the same series.

**Office Symbol:** AAHS-RDR-R

**Office Records List:** 2013 - Records Management Division

**Record Series:** 800 - Administration

**Sub-series:** 800D - Administration and Housekeeping

**Duration:** 0-6

**Other Retention Period:** 0

**Event Driven:** ☒

**Event Description:** position is abolished, job description is superseded, or when

**Names of New Folders:**

Office Job Descriptions

IT - Specialist - 2210

Administrative Assistant - 0301

Management Analyst - -343

Director

Manager

☐ Electronic ☒ Hard Copy

**Vital Record:** ☐

**Multi-part:** ☐ **Count:**  ☐ Show count in folder name?

**Privacy Act:** ☒

**Calendar Year or Fiscal Year?** ☒ Calendar Year ☐ Fiscal Year

**Indexing for a Special Collection:** ☐ Yes ☒ No

**Special Collection:**

**Freeze Code:** ☐ Yes ☒ No

No freeze codes have been assigned to the above folder.

Title	Record Instruction	Special Collection	Vital	
Office Records list	800D	None	No	Delete

Duration: 0-6 [?] Use RSA...

Event Driven: ☐

Event Description:

Names of New Folders:

☒ Electronic ☐ Hard Copy

Vital Record: ☐

Multi-part: ☐ Count:

☐ Show count in folder name?

Privacy Act: ☐

Calendar Year or Fiscal Year?

Indexing Collect Special

Freeze

It is a good practice to  
'Submit' your folders every  
5-10 minutes to avoid  
being logged out by ARIMS.

No freeze codes have been assigned to the above folder.

Add Folders

Title	Record Instruction	Special Collection	Vital	
Office Records List	800D	None	No	Delete
Office Job Descriptions	800D	None	No	Delete
IT - Specialist - 2210	800D	None	No	Delete
Administrative Assistant - 0301	800D	None	No	Delete
Management Analyst - 0343	800D	None	No	Delete
Director	800D	None	No	Delete
Manager	800D	None	No	Delete

Submit



This page shows the layout of the labels that the label borders shown on the screen will be generated and displayed. The window is set to "None" before printing, check your labels. The folder they did not print correctly, you may reprint without reselecting your list.

Use the Advanced Options button to select labels to be printed. Note: Folder

After clicking submit, the 'Print Labels' screen will appear. If you are not done creating folders, close this screen.

NOTE: Reprinting labels is covered in this presentation.

very 5161 or equivalent). Note that the "Print" button, a PDF file of the Scaling option in the print screen is used page of labels. After printing, the labels are formatted on your printer. If you print a page you will not be able to

Entered Folder Name for the labels that do not display on the labels.

<b>800D Office Records list : Administration and Housekeeping</b> PA:Y Destroy in CFA 0-6 years after supersession or obsolescence. (13)	<b>800D Office Job Descriptions : Administration and Housekeeping</b> PA:Y Keep until NLN after position is abolished, job description is superseded , NTE 6 years, then destroy. (13)
<b>800D IT - Specialist - 2210 : Administration and Housekeeping</b> PA:Y Keep until NLN after position is abolished, job description is superseded , NTE 6 years, then destroy. (13)	<b>800D Administrative Assistant - 0301 : Administration and Housekeeping</b> PA:Y Keep until NLN after position is abolished, job description is superseded , NTE 6 years, then destroy. (13)
<b>800D Management Analyst - -343 : Administration and Housekeeping</b> PA:Y Keep until NLN after position is abolished, job description is superseded , NTE 6 years, then destroy. (13)	<b>800D Director : Administration and Housekeeping</b> PA:Y Keep until NLN after position is abolished, job description is superseded , NTE 6 years, then destroy. (13)
<b>800D Manager : Administration and Housekeeping</b> PA:Y Keep until NLN after position is abolished, job description is superseded , NTE 6 years, then destroy. (13)	



# QUESTIONS



# Reprinting Labels



U.S. ARMY

# ARIMS TRAINING

Army Records Information Management System

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | [Log Out](#)

HOME

SEARCH

UPLOAD

URLs & FOLDERS

MANAGE

MY ACCOUNT

HELP

ADMIN

REPORTS

[URLs & FOLDERS](#) > [FOLDERS](#) > [CREATE FOLDERS](#)

+ FAVORITES

Office Records List

ORL Library

Proposed ORLs

Folders

## RECORDS MANAGEMENT - CREATE FOLDERS

[Create Folders](#) | [Delete Folders](#)

[List Folders](#) | [Vital Record Review](#)

This screen allows you to create multiple electronic or hardcopy folders at one time. To create folders, enter the folder names, one per line, into the Names field and click the Add Folder button. All folders that are created will be identical except for the name; they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that were created.

If you have multiple hardcopy records that will occupy more than one folder, use the Multi-part checkbox, and enter the total number required in the Count: field.

**Note:** The following character restrictions apply to electronic folder names if they will be used in the SharePoint System: ~ " # % & \* : < > ? / \ { | }. Additionally, the name cannot begin or end with a dot and cannot contain consecutive dots.

US AHS - W313AA

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Folder Type: ☒ View All ☐ Electronic ☐ Hard Copy

<input type="checkbox"/>	<u>Folder Title</u>	<u>Record Sub-series and Number</u>	<u>Retention Period</u>	<u>Special Collection</u>	<u>Media Type</u>	<u>Status</u>
	Administrative Assistant - 0301	800D	0-6	None	Hardcopy	Checked Out
	Director	800D	0-6	None	Hardcopy	Checked Out
	IS Attempted Intrusions - Classified	400B	6+	None	Electronic	Opened
	IS Attempted Intrusions - Unclassified	400B	0-6	None	Electronic	Opened
	IS Suspected Instructions - Unclassified	400B	0-6	None	Electronic	Opened
	IS Suspected Intrusions - Classified	400B	6+	None	Electronic	Opened
	Management Analyst - 342	800D	0-6	None	Hardcopy	Checked Out
	Manager	800D	0-6	None	Hardcopy	Checked Out
	Office Job Descriptions	800D	0-6	None	Hardcopy	Checked Out
	Office Records List	800D	0-6	None	Hardcopy	Checked Out
	Resource Management	800D	6+	None	Hardcopy	Checked Out
	Successful Intrusion - Unclassified	400B	0-6	None	Electronic	Opened
	Successful Intrusion - Classified	400B	6+	None	Electronic	Opened
	T - Specialist - 2210	800D	0-6	None	Hardcopy	Checked Out
	Un-successful Intrusion - Classified	400B	6+	None	Electronic	Opened
	Un-successful Intrusion	400B	0-6	None	Electronic	Opened

Office Records List

ORL Library

Proposed ORLs

Folders

RECORDS MANAGEMENT - LIST FOLDERS

Create Folders | Delete Folders  
List Folders | Vital Record Review

This screen allows you to request access to restricted folders, print barcode labels for hard copy folders, and view folder details. To request access to restricted folders, select the **View All** option, click the check boxes beside the folder title you need access to and click the **Request Records** button. To create and print barcode labels for hard copy folders click the **Hard Copy** option, click the check box beside the folder title and click the **Print Barcode** button.

US AHS - W313AA

Office Symbol: AAHS-RDR-R  
Office Records List: 2013 - Records Management Division

Folder Type: ☐ View All ☐ Electronic ☒ Hard Copy

<input checked="" type="checkbox"/>	Folder Title	Record Sub-series and Number	Retention Period	Special Collection	Media Type	Status
<input checked="" type="checkbox"/>	Administrative Assistant - 0301	800D	0-6	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/>	Director	800D	0-6	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/>	Management Analyst - 342	800D	0-6	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/>	Manager	800D	0-6	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/>	Office Job Descriptions	800D	0-6	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/>	Office Records List	800D	0-6	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/>	Resource Management	800D	6+	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/>	T- Specialist - 2210	800D	0-6	None	Hardcopy	Checked Out

Print Labels

## PRINT LABELS

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Print" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the ACRS Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Print

Close

Start at Row #:

1

Advanced Options >>

**800D Resource Management :Administration and Housekeeping**

PA:NA

Keep in CFA until , TRF RHA.

(13)



095636441206111311

**800D Administrative Assistant - 0301 : Administration and Housekeeping**

PA:Y

Keep until NLN after 2 years old for action documents or when NLN for n , NTE 6 years, then destroy.

(13)

**800D Director : Administration and Housekeeping**

PA:Y

Keep until NLN after supersession or obsolescence , NTE 6 years, then destroy.

(13)

**800D Management Analyst - 342 : Administration and Housekeeping**

PA:Y

Keep until NLN after employee separates or transfers , NTE 6 years, then destroy.

(13)

**800D Manager : Administration and Housekeeping**

PA:Y

Keep until NLN, NTE 6 years, then destroy.

(13)



# PRINT LABELS

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Print" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.


Use the Advanced Options button to indicate whether or not you want to show the ACRS Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Print

Close

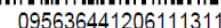
Start at Row #: 1

Advanced Options >>

<div>800D Resource Management :Administration and Housekeeping PA:NA Keep in CFA until , TRF RHA. (13)</div>	<div> 095636441206111311</div>
<div>800D Administrative Assistant - 0301 : Administration and Housekeeping PA:Y Keep until NLN after 2 years old for action documents or when NLN for n , NTE 6 years, then destroy. (13)</div>	<div>800D Director : Administration and Housekeeping PA:Y Keep until NLN after supersession or obsolescence , NTE 6 years, (13) then destroy.</div>
<div>800D Management Analyst - 342 : Administration and Housekeeping PA:Y Keep until NLN after employee separates or transfers , NTE 6 years, then destroy. (13)</div>	<div>800D Manager : Administration and Housekeeping PA:Y Keep until NLN, NTE 6 years, then destroy. (13)</div>



Keep in CFA until , TRF RHA.



Keep until NLN after 2 years old for action documents or when NLN for n , NTE 6 years, then destroy.

Keep until NLN after supersession or obsolescence , NTE 6 years, then destroy.

Keep until NLN after employee separates or transfers , NTE 6 years, then destroy.

Keep until NLN, NTE 6 years, then destroy.

Keep until NLN after position is abolished, job description is superseded ,  
NTE 6 years, then destroy.

Keep until NLN after supersession or obsolescence , NTE 6 years, then destroy.

Keep until NLN after employee separates to enter military service , NTE 6 years, then destroy.

[Sign In](#)

Convert PDF files to Word or Excel online.

 PrintLabels.pdf

1 file / 38 KB

Convert To:

Microsoft Word (\*.docx)

Recognize Text in English(U.S.)  
[Change](#)

Convert

► **Create PDF Files**

► **Send Files**

# Print

Printer: Microsoft XPS Document Writer

Properties

Advanced

Help ?

Copies: 1

## Pages to Print

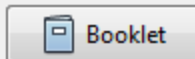
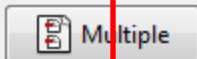
☒ All

☐ Current page

☐ Pages 1

► More Options

## Page Sizing & Handling



### Size Options:

☐ Fit

☒ Actual size

☐ Shrink oversized pages

☐ Choose paper source by PDF page size

### Orientation:

☒ Auto portrait/landscape

☐ Portrait

☐ Landscape

Want to print colors as gray & black?

## Comments & Forms

Document and Markups

Summarize Comments

8.5 x 11 Inches



Page 1 of 1

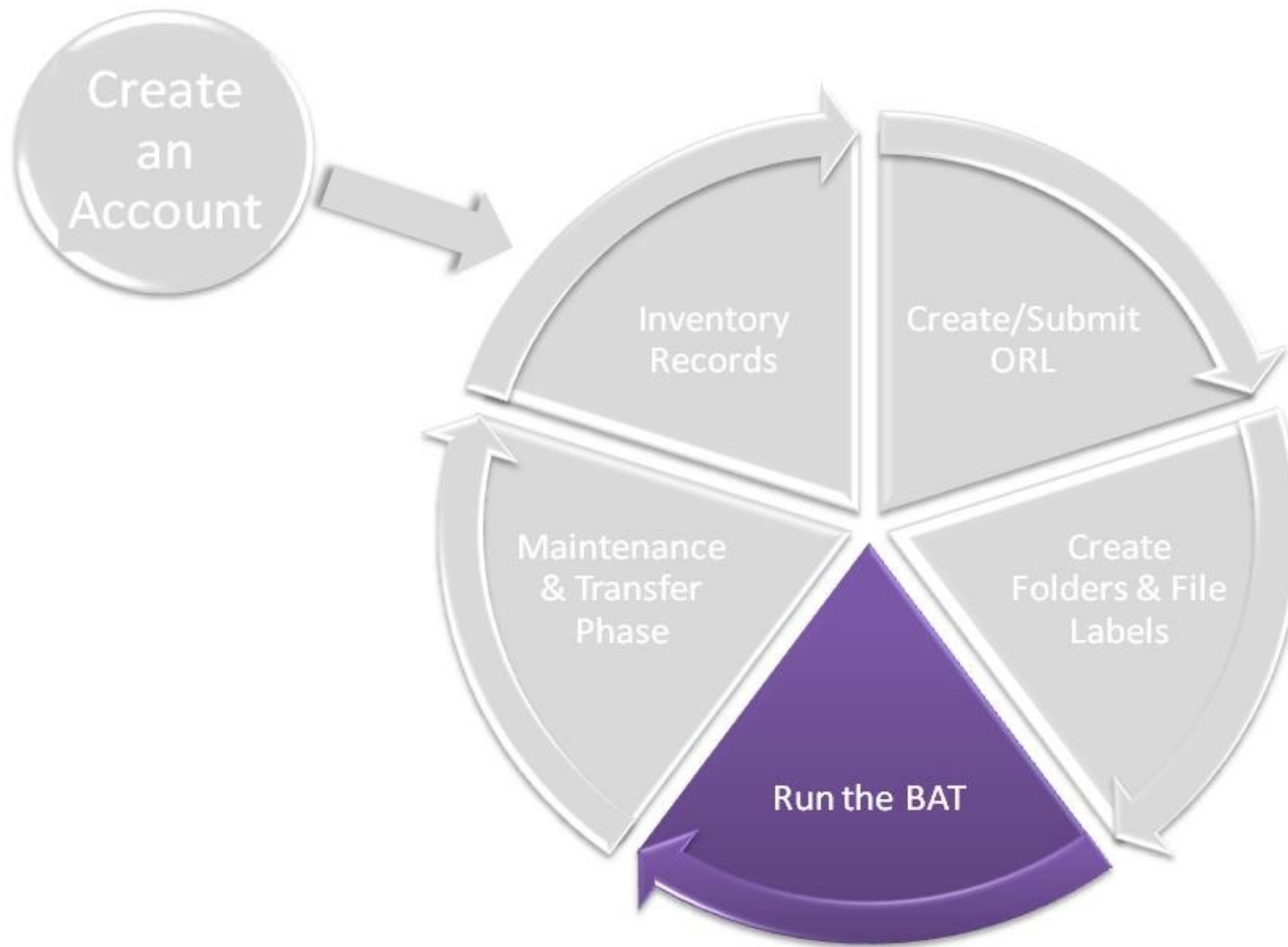
Page Setup...

Print

Cancel



# QUESTIONS





# Bulk Archive Tool (BAT)

## Attributes

- Is a secure transfer tool between ARIMS website, AEA, and an information system.
- Is downloadable on MOST Army computers (refer to your local IMO).
- Only transmits a COPY of 6+ and permanent records to the AEA.
- Can be run anytime, and as often as needed.

**NOTE:** When permanent records are converted to electronic format, a request for approval to destroy the hardcopy source records must be forwarded to NARA through the RMDA..



# Actions to Complete Before Running the BAT

- ❑ Create, submit, and receive approved ORL.
- ❑ Create electronic folders from your approved ORL in ARIMS.
- ❑ Identify location on share point / shared drive or individual drive for the BAT to setup the electronic folders you created.
- ❑ Ensure user has appropriate privileges/access on computer system to download BAT software.



# Running the BAT for a Share Drive



U.S. ARMY

# ARIMS TRAINING

Army Records Information Management System

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA [Log Out](#)

HOME

SEARCH

UPLOAD

ORLs & FOLDERS

MANAGE

MY ACCOUNT

HELP

ADMIN

REPORTS

Welcome to ARIMS, [Mitchell Mckiver](#). You Are Currently Logged In As: [Mitchell Mckiver](#), Unit: [US AHS-W313AA](#)

## MY FAVORITES

Your Most Used Pages and Functions

[My Profile / My Records Manager](#) »

[ARIMS PRODUCTION SITE](#) »

[EDIT YOUR FAVORITES](#) »

[SUBMIT A HELP DESK TICKET](#) »

## Alerts

20 ORLs need your approval.

## Login Options

### Unit Selection

Select Unit:

Sign in As:

## Announcements as of 02/15/2013

- [New & Improved Reports for RA, RM & RM-RHAM Users](#) [+]
- [System Downtime on February 5th](#) [+]
- [Updated BAT for 64-Bit Operating Systems](#) [+]
- [System Maintenance Schedule](#) [+]

## Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

## MANAGE APPROVALS

ORLs, Sponsorships, and Other Items  
Requiring Your Approval

ORL: PBO FILES (2013),  
Proposed by Morris, Derrick

ORL: FY13 (2013), Proposed  
by Robinson, Gizelle

Role Escalation: Joshua Lane  
Peacock, WSBYT2(Records  
Manager)

Role Escalation: Lawrence  
Lee, WAW0D0(Records  
Manager)

Unit Access Request: Sally A  
Ford, W1DXP1 (RM)

Unit Access Request:  
Keomany Vongphrachanh  
turner, WDPRT0 (RM)





U.S. ARMY

# ARIMS TRAINING

Army Records Information Management System

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | [Log Out](#)

- HOME
- SEARCH
- UPLOAD
- ORLs & FOLDERS
- MANAGE
- MY ACCOUNT
- HELP
- ADMIN
- REPORTS

UPLOAD > BULK UPLOAD

+ FAVORITES

Bulk Upload

Document Upload

## BULK ARCHIVE TOOL

Use this page to deploy the Bulk Archive Tool (BAT). The BAT can be used to upload multiple documents or emails into the ARIMS Army Electronic Archive. When you click on one of the links below the BAT will be downloaded onto your computer. The BAT will be automatically installed with user approval if 1) the BAT has never been installed on your computer or 2) the BAT has been upgraded since you last used it.

See the BAT User's Guide in the [References](#) section of ARIMS for further information on the use of the Bulk Archive Tool.

### 32-Bit Version

[Run the Bulk Archive Tool \(File System\) >>](#)

[Run the Bulk Archive Tool \(Email System\) >>](#)

### 64-Bit Version

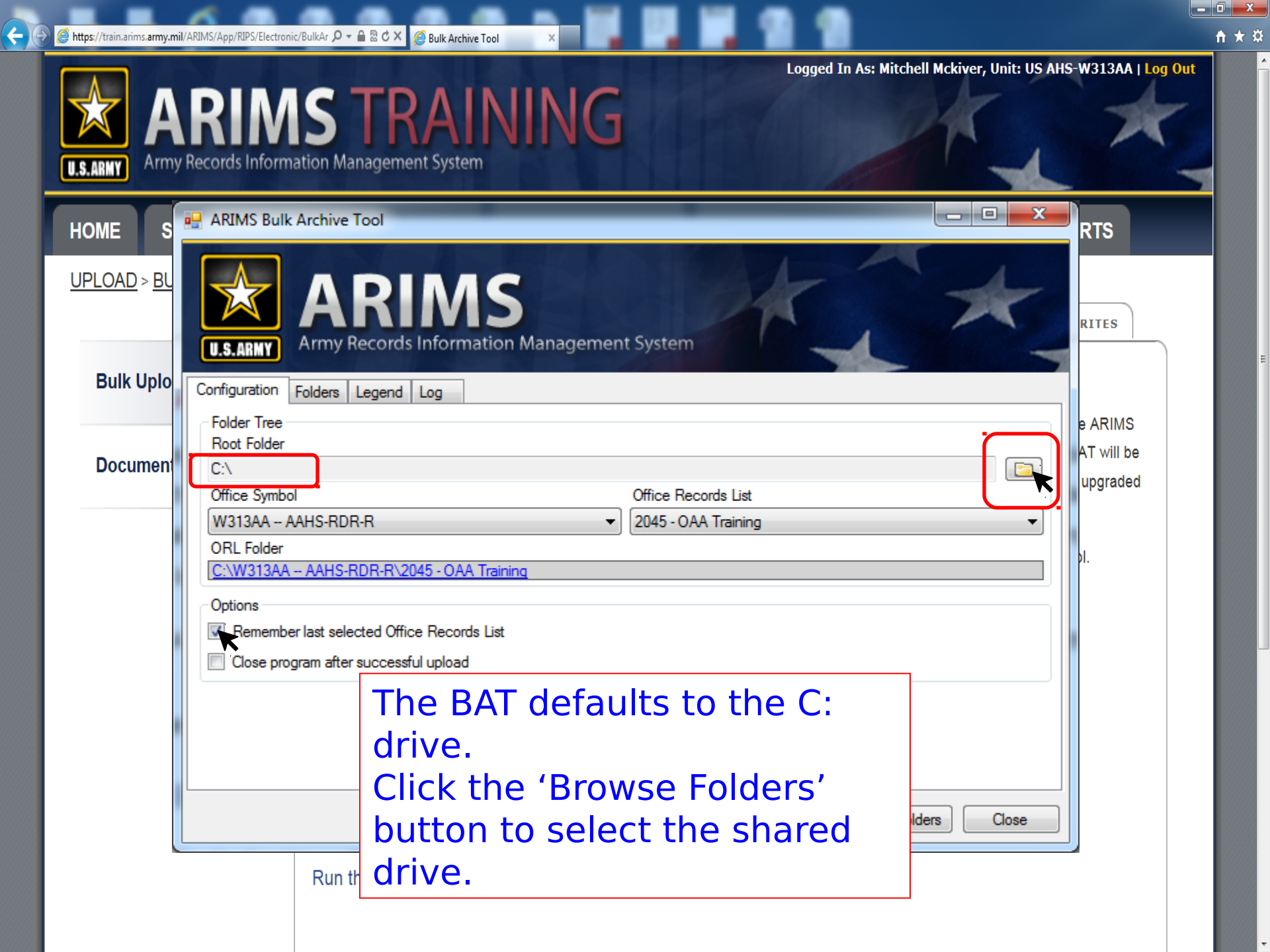
[Run the Bulk Archive Tool \(File System\) >>](#)

[Run the Bulk Archive Tool \(Email System\) >>](#)



Run the Bulk Archive Tool (File System) >>

Run the Bulk Archive Tool (Email System) >>



# ARIMS TRAINING

U.S. ARMY

Army Records Information Management System

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | [Log Out](#)

HOME

UPLOAD > BULK

Bulk Upload

Document

ARIMS Bulk Archive Tool



## ARIMS

Army Records Information Management System

Configuration Folders Legend Log

Folder Tree

Root Folder

C:\

Office Symbol

W313AA -- AAHS-RDR-R

Office Records List

2045 - OAA Training

URL Folder

C:\W313AA -- AAHS-RDR-R\2045 - OAA Training

Options

☒ Remember last selected Office Records List

☐ Close program after successful upload

The BAT defaults to the C: drive.  
Click the 'Browse Folders' button to select the shared drive.

Folders

Close



U.S. ARMY

HOME

SEARCH

UPLOAD > BULK

Bulk Upload

Document

### Browse For Folder

Select BAT root folder.

- Desktop
  - Libraries
  - McKiver, Mitchell P CIV USA
  - Computer
    - OSDisk (C:)
    - CD Drive (D:)
    - rmd (\\BELVFS2594RD800) (F:)
    - arb (\\BELVFS2594RD800) (G:)
    - mitchell.mckiver (\\belvfs2594rd802\home\$) (H:)
    - f-flow (\\belva70315dm002) (I:)
    - Shared Documents (\\belvws2594rd804\rmd\rmt) (Z:)
  - Network
  - Control Panel
  - Recycle Bin
  - Adobe Reader Documents
  - Approved Code Fix Upgrade
  - ARIMS Wish List
  - Deployed Records Management
  - Desk Top Info
  - Excel Documents
  - McKiver Annual Report Folder
  - McKiver Sr Leave
  - New ARIMS Error
  - PowerPoint Documents
  - RA and RM Appointment Orders

Select the shared drive,  
then click "OK" to  
continue.

Make New Folder

OK

Cancel

US AHS-W313AA | Log Out

ARIMS

It will be  
upgraded







Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | [Log Out](#)



# ARIMS TRAINING

U.S. ARMY

Army

ARIMS Bulk Archive Tool



## ARIMS

U.S. ARMY

Army Records Information Management System

Configuration Folders Legend Log

Folder Tree

Root Folder

F:\

Office Symbol

W313AA - AAHS-RDR-R

Office Records List

2013 - Records Management Division

URL Folder

F:\W313AA - AAHS-RDR-R\2013 - Records Management Division

Options

☐ Remember last selected Office Records List

☐ Close program after successful upload

Use the dropdown menu to select the UIC, office symbol and ORL. Click update folders

Update Folders

Close

Run the Bulk Archive Tool (File System) >>

Run the Bulk Archive Tool (Email System) >>



Run the Bulk Archive Tool (File System) >>

Run the Bulk Archive Tool (Email System) >>

Computer > rmd (\\BELVFS2594RD800) (F:) > W313AA -- AAHS-RDR-R > 2013 - Records Management Division > Search 2013 - Records Mana...

Organize Burn New folder

Name Date modified Type Size

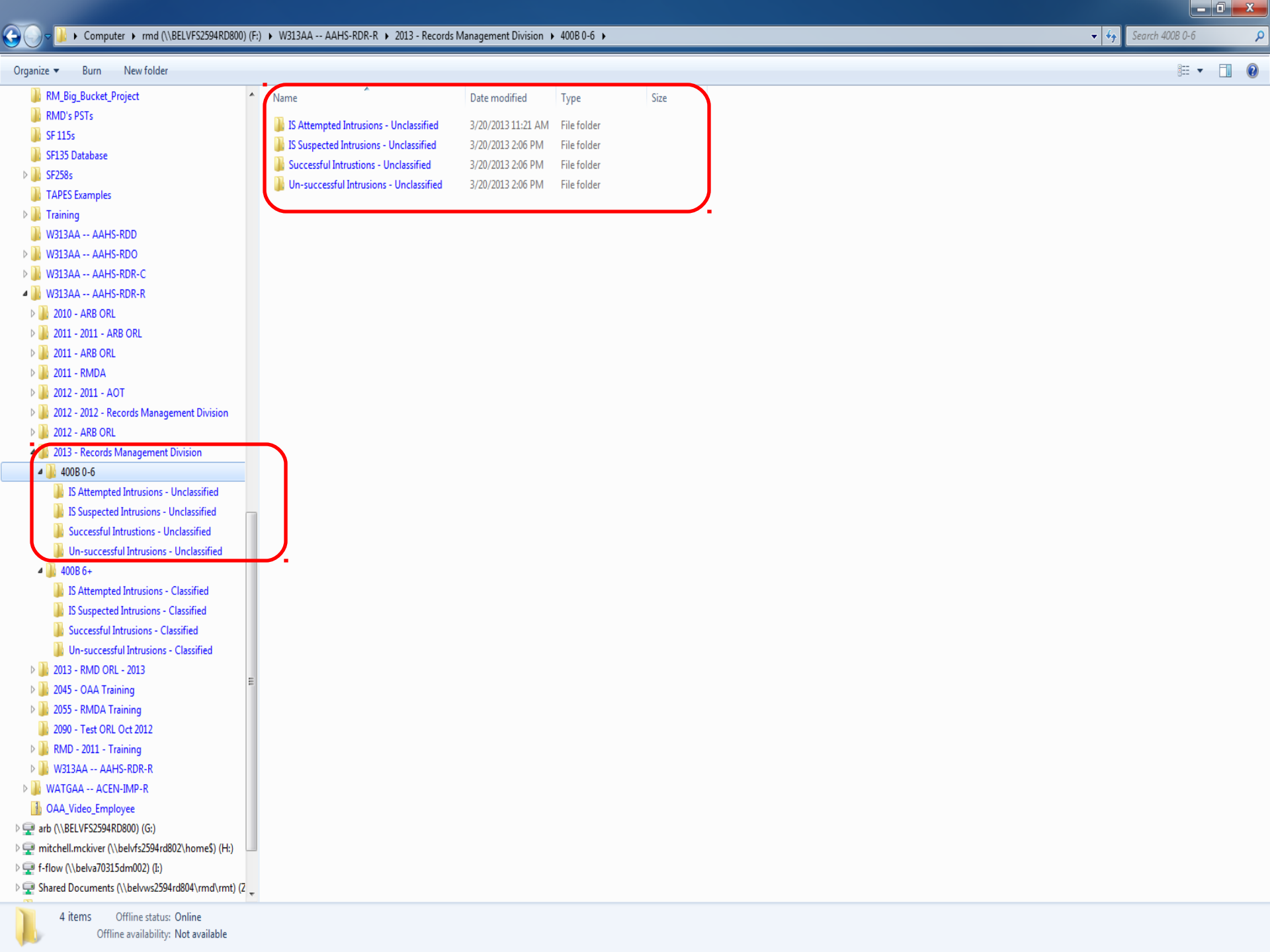
400B 0-6	3/20/2013 11:21 AM	File folder	
400B 6+	3/20/2013 11:21 AM	File folder	

EmailRMWG Bkg  
Ex RMD Data  
FORSCOM  
GovRims  
Hedberg  
Historical items prior to 2010  
Initiatives  
Jt Staff  
KE 1-201d SAV 2010  
NDU MOA Personal Collection  
ORG PROJECT EQF  
ORL 2011 RMD  
RM\_Big\_Bucket\_Project  
RMD's PSTs  
SF 115s  
SF135 Database  
SF258s  
TAPES Examples  
Training  
W313AA -- AAHS-RDD  
W313AA -- AAHS-RDO  
W313AA -- AAHS-RDR-C  
W313AA -- AAHS-RDR-R  
2010 - ARB ORL  
2011 - 2011 - ARB ORL  
2011 - ARB ORL  
2011 - RMDA  
2012 - 2011 - AOT  
2012 - 2012 - Records Management Division  
2012 - ARB ORL  
2013 - Records Management Division  
400B 0-6  
400B 6+  
2013 - RMD ORL - 2013  
2045 - OAA Training  
2055 - RMDA Training  
2090 - Test ORL Oct 2012  
RMD - 2011 - Training  
W313AA -- AAHS-RDR-R  
WATGAA -- ACEN-IMP-R  
OAA\_Video\_Employee

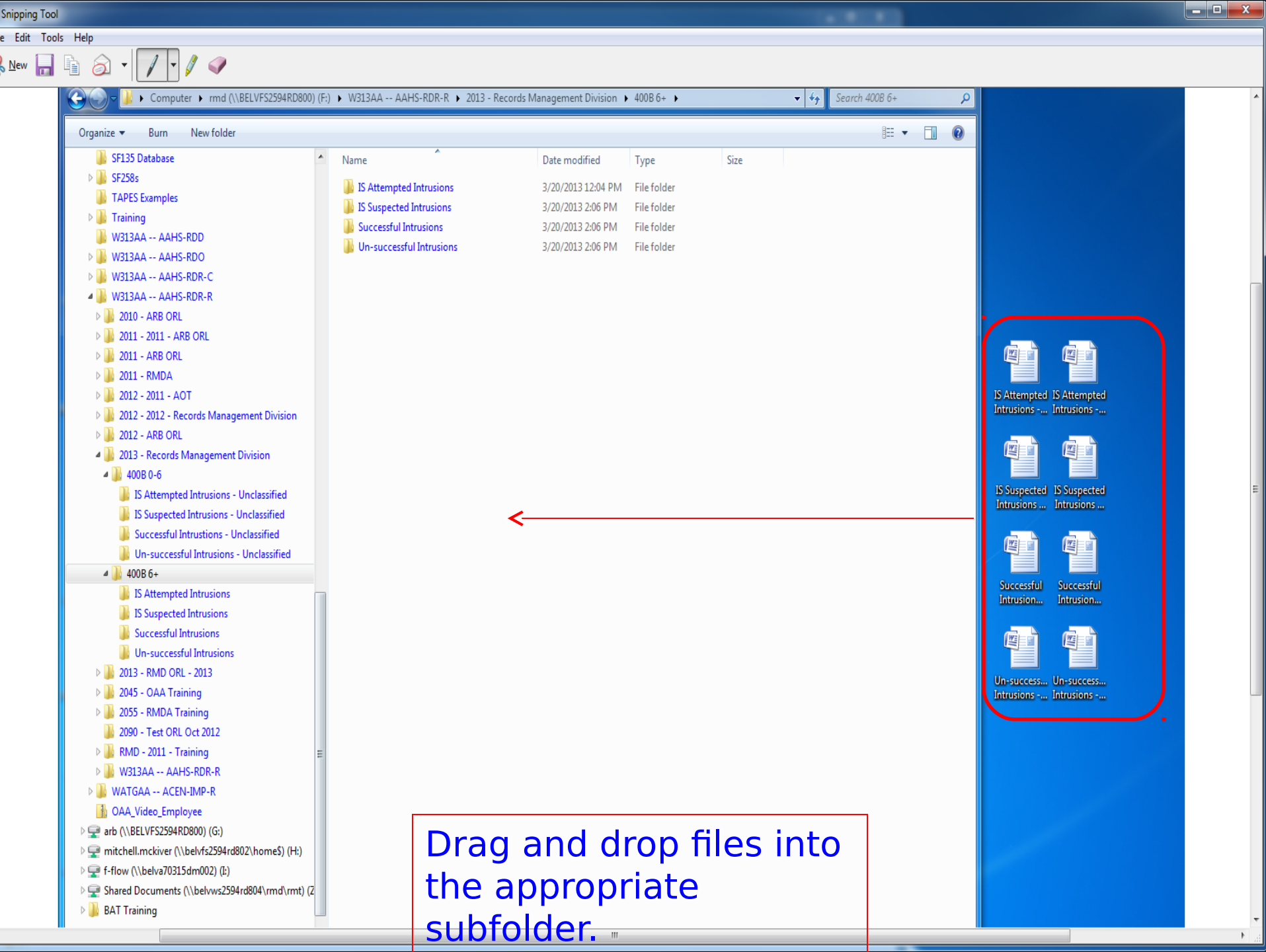
2 items Offline status: Online  
Offline availability: Not available

Empty folders have been created on the share drive, and are ready to have files placed into the correct subfolders.





Name					Date modified	Type	Size
IS Attempted Intrusions - Unclassified					3/20/2013 11:21 AM	File folder	
IS Suspected Intrusions - Unclassified					3/20/2013 2:06 PM	File folder	
Successful Intrusions - Unclassified					3/20/2013 2:06 PM	File folder	
Un-successful Intrusions - Unclassified					3/20/2013 2:06 PM	File folder	





Navigation pane: rmd (\BELVFS2594RD800) (F:) > W313AA -- AAHS-RDR-R > 2013 - Records Management Division > 400B 6+ > IS Attempted Intrusions

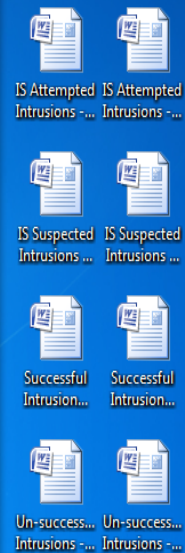
Search: IS Attempted Intrusio...

Organize Open Print Burn New folder

Name	Date modified	Type	Size
IS Attempted Intrusions - Jan 2013	3/20/2013 2:27 PM	Microsoft Office ...	15 KB
IS Attempted Intrusions - Feb 2013	3/20/2013 2:30 PM	Microsoft Office ...	15 KB

Left pane (Folders):

- SF135 Database
- SF258s
- TAPES Examples
- Training
- W313AA -- AAHS-RDD
- W313AA -- AAHS-RDO
- W313AA -- AAHS-RDR-C
- W313AA -- AAHS-RDR-R
  - 2010 - ARB ORL
  - 2011 - 2011 - ARB ORL
  - 2011 - ARB ORL
  - 2011 - RMDA
  - 2012 - 2011 - AOT
  - 2012 - 2012 - Records Management Division
  - 2012 - ARB ORL
  - 2013 - Records Management Division
    - 400B 0-6
      - IS Attempted Intrusions - Unclassified
      - IS Suspected Intrusions - Unclassified
      - Successful Intrusions - Unclassified
      - Un-successful Intrusions - Unclassified
    - 400B 6+
      - IS Attempted Intrusions
      - IS Suspected Intrusions
      - Successful Intrusions
      - Un-successful Intrusions
- 2013 - RMD ORL - 2013
- 2045 - OAA Training
- 2055 - RMDA Training
- 2090 - Test ORL Oct 2012
- RMD - 2011 - Training
- W313AA -- AAHS-RDR-R
- WATGAA -- ACEN-IMP-R
- OAA\_Video\_Employee
- arb (\BELVFS2594RD800) (G:)
- mitchell.mckiver (\belvfs2594rd802\home\$) (H:)
- f-flow (\belva70315dm002) (I:)
- Shared Documents (\belva2594rd801\rm\rm\$) (J:)





Run the Bulk Archive Tool (File System) »

Run the Bulk Archive Tool (Email System) »



Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | [Log Out](#)



# ARIMS TRAINING

U.S. ARMY

HOME

UPLOAD

Bulk

Docu

## ARIMS Bulk Archive Tool



# ARIMS

U.S. ARMY

Army Records Information Management System

Configuration Folders Legend Log

Folder/File name

Upload Progress Bar

400B 6+

IS Attempted Intrusions

IS Attempted Intrusions - Feb 2013.docx

IS Attempted Intrusions - Jan 2013.docx

IS Suspected Intrusions

IS Suspected Intrusions - Feb 2013.docx

IS Suspected Intrusions - Jan 2013.docx

Successful Intrusions

Successful Intrusions - Feb 2013.docx

Successful Intrusions - Jan 2013.docx

Un-successful Intrusions

Un-successful Intrusions - Feb 2013.docx

Un-successful Intrusions - Jan 2013.docx

400B 0-6

IS Attempted Intrusions - Unclassified

IS Suspected Intrusions - Unclassified

Progress

Progress

Progress

Progress

Progress

The BAT recognizes the new files placed into the subfolder, and displays files to upload icon and empty progress bars.

Upload Folder

Begin Upload

Cancel





# ARIMS TRAINING

U.S. ARMY

HOME

UPLOAD

Bulk

Docu

## ARIMS

Army Records Information Management System

Configuration Folders Legend Log

Folder/File name

400B 6+

IS Attempted Intrusions

IS Attempted Intrusions - Jan 2013.docx

IS Attempted Intrusions - Feb 2013.docx

IS Attempted Intrusions - Jan 2013.docx

IS Suspected Intrusions

IS Suspected Intrusions - Jan 2013.docx

IS Suspected Intrusions - Feb 2013.docx

IS Suspected Intrusions - Jan 2013.docx

Successful Intrusions

Successful Intrusions - Jan 2013.docx

Successful Intrusions - Feb 2013.docx

Successful Intrusions - Jan 2013.docx

Un-successful Intrusions

Un-successful Intrusions - Jan 2013.docx

Un-successful Intrusions - Feb 2013.docx

Un-successful Intrusions - Jan 2013.docx

400B 0-6

IS Attempted Intrusions - Unclassified

IS Suspected Intrusions - Unclassified

Upload Progress Bar

Progress

Progress

Progress

Progress

Progress

Progress

Progress

Progress

Progress

Progress

Please Wait

The application is performing an action that could take a long time.

Cancel

Update Folders

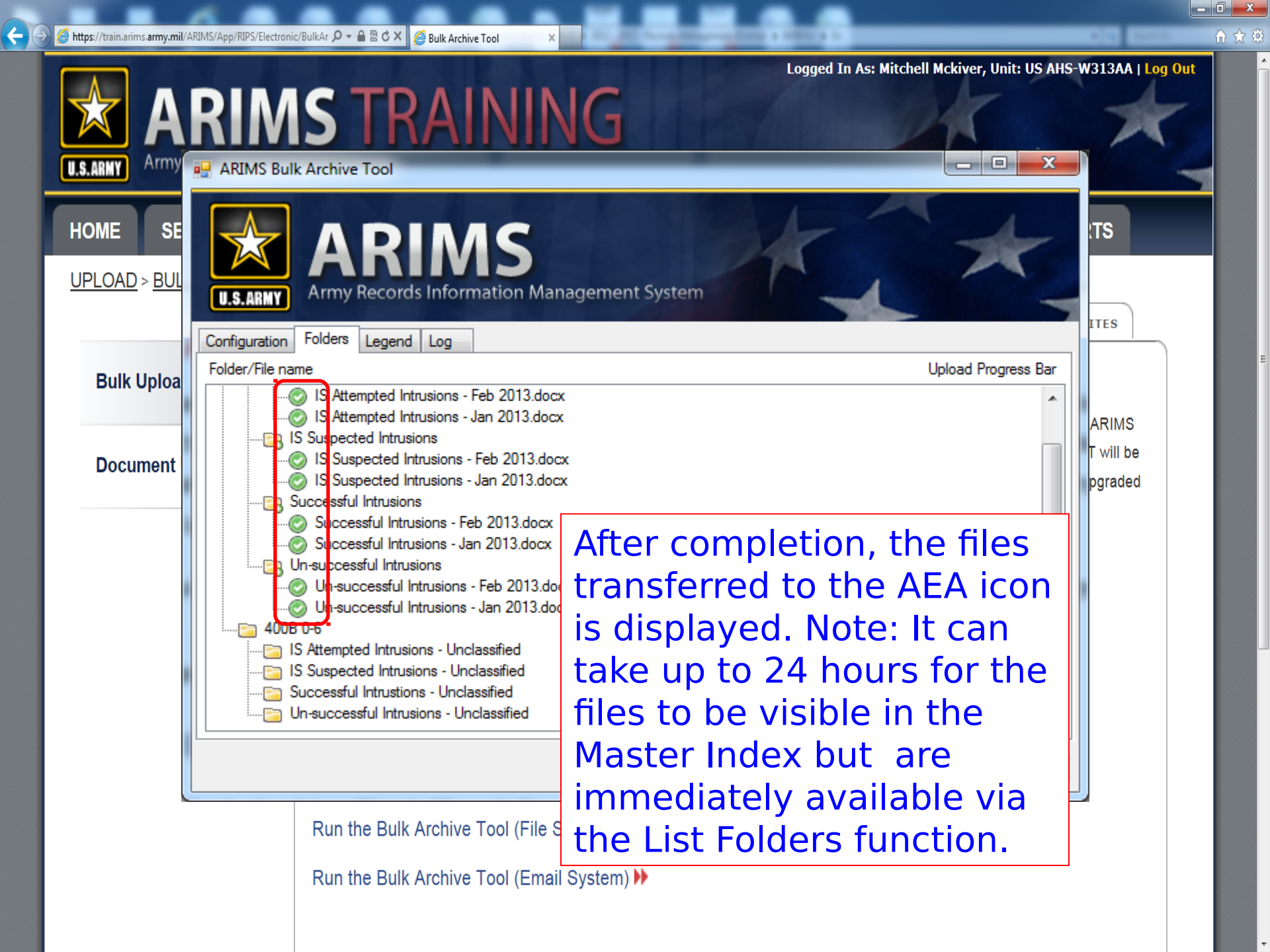
Begin Upload

Close



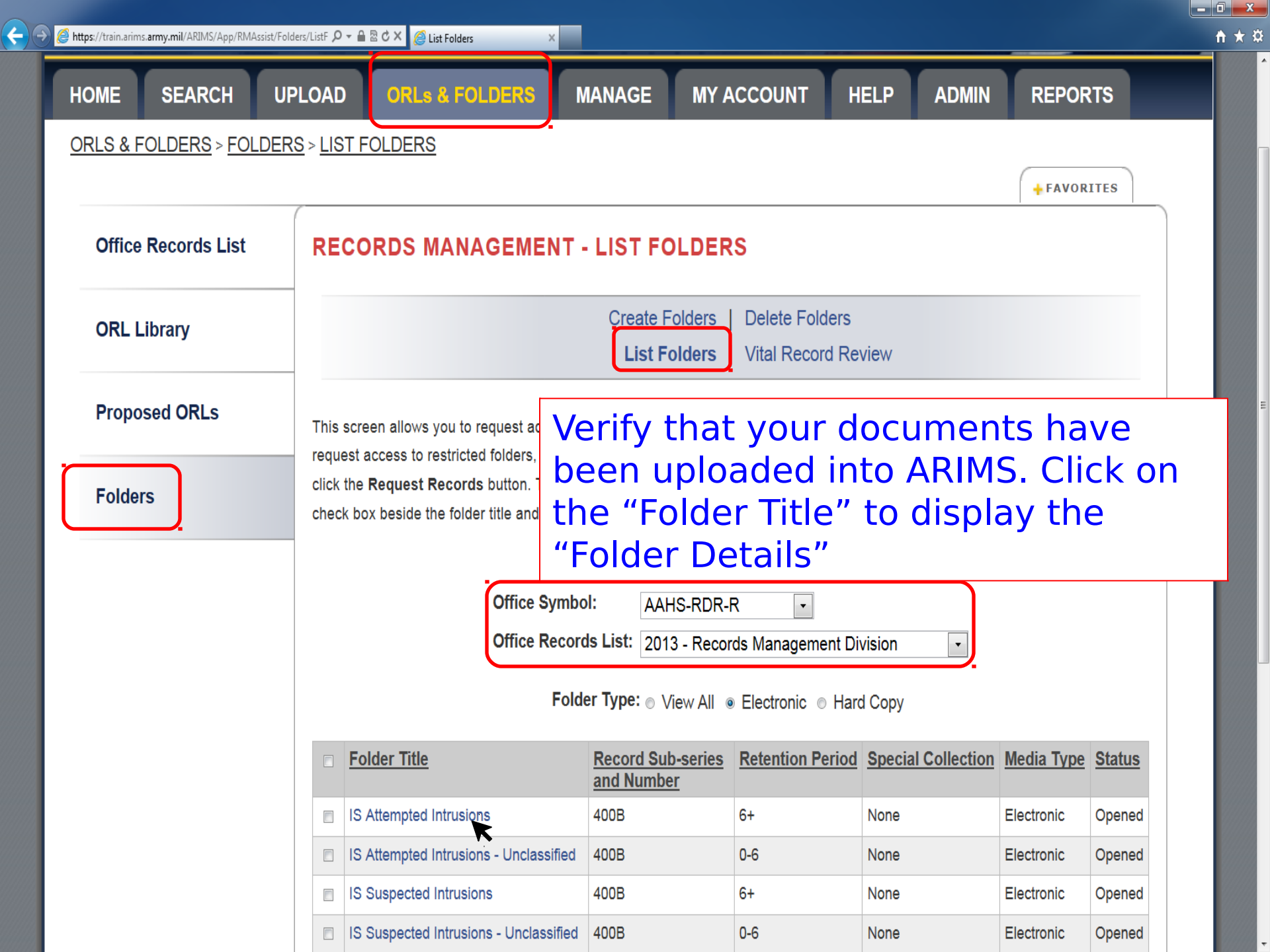
Run the Bulk Archive Tool (File System) >>

Run the Bulk Archive Tool (Email System) >>



After completion, the files transferred to the AEA icon is displayed. Note: It can take up to 24 hours for the files to be visible in the Master Index but are immediately available via the List Folders function.





Office Records List

ORL Library

Proposed ORLs

**Folders**

## RECORDS MANAGEMENT - LIST FOLDERS

Create Folders | Delete Folders  
**List Folders** | Vital Record Review

This screen allows you to request access to restricted folders, click the **Request Records** button, check box beside the folder title and

Verify that your documents have been uploaded into ARIMS. Click on the "Folder Title" to display the "Folder Details"

Office Symbol: AAHS-RDR-R  
Office Records List: 2013 - Records Management Division

Folder Type: View All ☒ Electronic ☐ Hard Copy

<input type="checkbox"/>	<u>Folder Title</u>	<u>Record Sub-series and Number</u>	<u>Retention Period</u>	<u>Special Collection</u>	<u>Media Type</u>	<u>Status</u>
<input type="checkbox"/>	<a href="#">IS Attempted Intrusions</a>	400B	6+	None	Electronic	Opened
<input type="checkbox"/>	<a href="#">IS Attempted Intrusions - Unclassified</a>	400B	0-6	None	Electronic	Opened
<input type="checkbox"/>	<a href="#">IS Suspected Intrusions</a>	400B	6+	None	Electronic	Opened
<input type="checkbox"/>	<a href="#">IS Suspected Intrusions - Unclassified</a>	400B	0-6	None	Electronic	Opened

Unit Name:	US AHS
Office Symbol:	AAHS-RDR-R
Record Number:	400B
Retention Period:	30
ACRS Record Title:	Information Management, Military Publications
Disposition Authority Number:	None
Prescribing Directive Number:	None
Created by:	Mitchell Mckiver
Create Date:	3/19/2013 2:44:44 PM
Close Date:	Not Closed
Privacy Act:	Y
Special Collection:	
Vital Record:	No

Click on the "Subject" to view the document.

No freeze codes have been assigned to the above folder.

Edit Folder Details

<u>Subject</u>	<u>Format</u>	<u>Date Filed or Email Sent</u>	<u>Author</u>	<u>Email Recipient</u>	<u>Electronic Signature</u>	<u>Encrypted</u>
IS Attempted Intrusions - Jan 2013.docx	Word	3/25/2013 11:43:15 AM	Mitchell P. Mckiver		N/A	N/A
IS Attempted Intrusions - Feb 2013.docx	Word	3/25/2013 11:43:16 AM	Mitchell P. Mckiver		N/A	N/A



# QUESTIONS




# Running the BAT for SharePoint

Site Actions

Browse

Page

NAE\mitchell.mckiver



RMD Home

Records Management Declassification Agency

RMD

RMDA Homepage

RMD Libraries

Shared Documents

Secure RMD

Scheduling Secure

PowerPoint Templates

RMDA Metrics

Calendar

RMD

Records Management

RM Document Ctr.

AOT

ABCA

Army Scheduling Team

Army Records Freeze

Official Mail

RM Training

SAV

CONOPS

Army Correspondence Program

NARA Collaboration

Open the Share Point website, select your unit's tab, and click your office page where the ORL will be located

Welcome to RMD

Announcements

Title	Modified
Welcom to SharePoint 2010	6/17/2013 7:11 PM

Add new announcement

Shared Documents


Type	Name	Modified	Modified By
Folder	2010 ARMA Conference Training Slides	6/21/2013 8:15 AM	NAE\mitchell.mckiver
Folder	2011 AIIM Conference Slides	6/21/2013 8:45 AM	NAE\mitchell.mckiver
Folder	AAA	6/21/2013 9:11 AM	NAE\mitchell.mckiver

Links

URL

There are no items to show in this view of the "Links" list. To add a new item, click

Add new link





## RM Training



I Like It



Tags & Notes

RM Training

Search this site...



RMT Libraries

Shared Documents



Recycle Bin



All Site Content

Library Tools

Site Actions ▾ Browse Documents Library NAE\mitchell.mckiver ▾

Standard View Datasheet View New Row Create View Create Column All Documents 1 - 30 E-mail a Link Alert Me RSS Feed Sync to SharePoint Workspace Connect to Office Connect to Outlook Export to Excel Form Web Parts Edit Library Library Settings

View Format Datasheet Manage Views Share & Track Connect & Export Customize Library Settings

Open with Explorer

Click the "Library" tab and select "Open with Windows Explorer".

Type	Name	Modified	Modified By
Folder	ARIMS SOPs _ R	2013 3:25 PM	NAE\mitchell.mckiver
Folder	ARIMS Training	2013 5:28 PM	NAE\mitchell.mckiver
Folder	ARIMS Training	2013 5:22 PM	NAE\mitchell.mckiver
Folder	Course Evaluation	2013 5:18 PM	NAE\mitchell.mckiver
Folder	Email Correspondence	6/19/2013 5:16 PM	NAE\mitchell.mckiver
Folder	Korea Training	6/19/2013 5:14 PM	NAE\mitchell.mckiver
Folder	OAA SAV 2012	6/20/2013 8:42 AM	Sisk, Carroll CIV USA
Folder	RMD Staff Assistance Visits (SAV)	6/19/2013 5:11 PM	NAE\mitchell.mckiver
Folder	RMDA Tip of the Week June 2013	6/20/2013 8:30 AM	Sisk, Carroll CIV USA
Folder	RMDA Tip of the Week May 2013	6/20/2013 8:31 AM	Sisk, Carroll CIV USA
Folder	RMDA Tip-of-the-Week	6/20/2013 8:31 AM	Sisk, Carroll CIV USA
Folder	RMDA Tip-of-the-Week for December 2012	6/20/2013 8:25 AM	Sisk, Carroll CIV USA
Folder	RMDA Tip-of-the-Week for February 2013	6/20/2013 8:26 AM	Sisk, Carroll CIV USA
Folder	RMDA Tip-of-the-Week January 2013	6/20/2013 8:28 AM	Sisk, Carroll CIV USA
Folder	RMDA Tip-of-the-Week July 2013	7/15/2013 10:08 AM	Sisk, Carroll CIV USA
Folder	SAV_Training Request	6/19/2013 5:06 PM	NAE\mitchell.mckiver
Folder	Senior Leaders	6/19/2013 5:05 PM	NAE\mitchell.mckiver
Folder	Training ORLs	6/19/2013 4:50 PM	NAE\mitchell.mckiver
Folder	W313AA -- AAHS-RDR-R	6/19/2013 3:40 PM	NAE\mitchell.mckiver
File	Action Officer Checklist	6/19/2013 3:40 PM	NAE\mitchell.mckiver

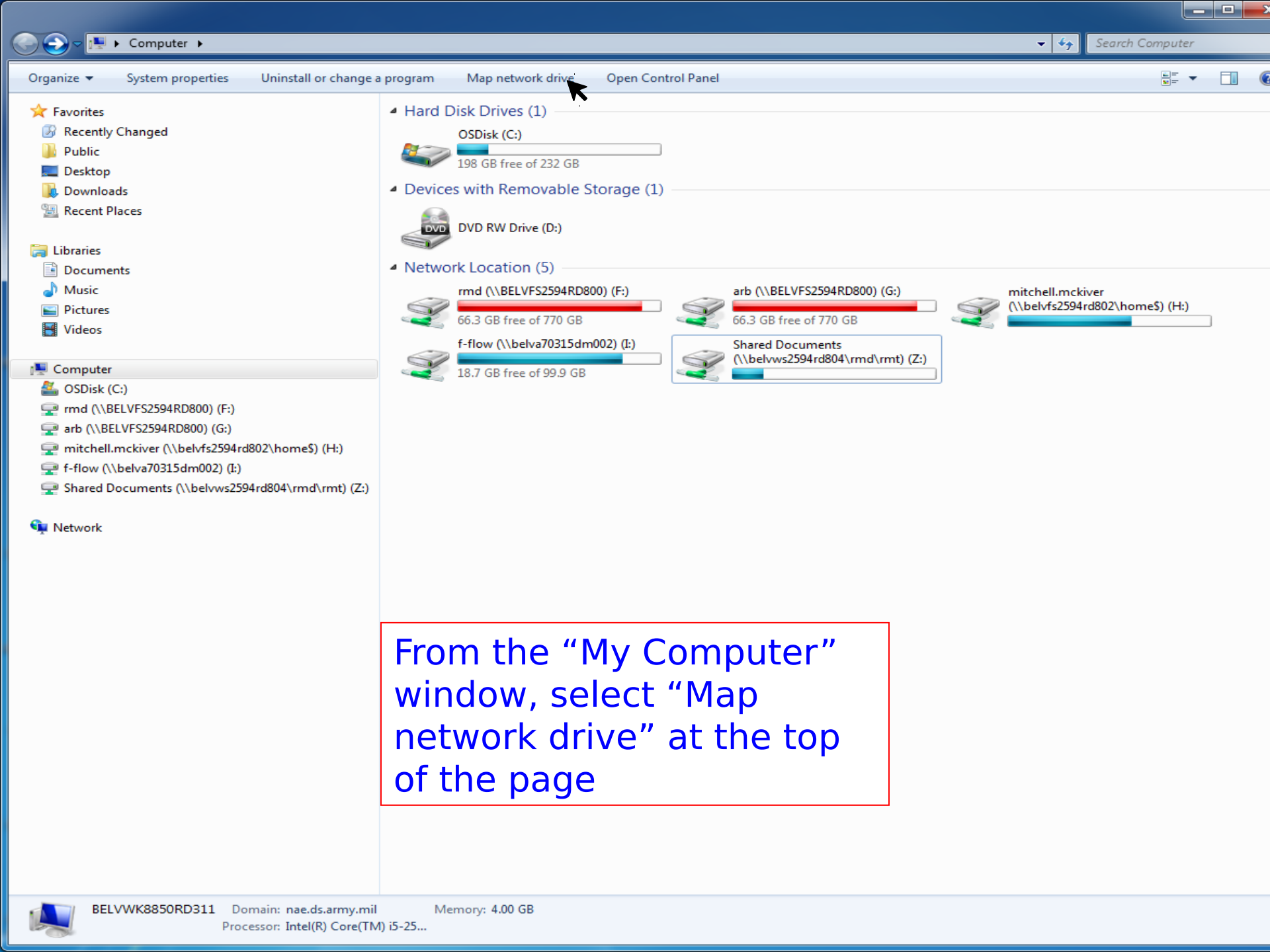
RIGHT Click in the address bar, and select "Copy".

RMT Libraries	Type	Name
Shared Documents		ARIMS SOPs _ RM Tools
		ARIMS Training Aids
		ARIMS Training Presentations
		Course Evaluations
		Email Correspondence
		Forms
		Korea Training
		OAA SAV 2012
		RMD Staff Assistance Visits (SAV)
		RMDA Tip of the Week June 2013
		RMDA Tip of the Week May 2013
		RMDA Tip-of-the-Week
		RMDA Tip-of-the-Week for December 20...
		RMDA Tip-of-the-Week for February 2013
		RMDA Tip-of-the-Week January 2013
		RMDA Tip-of-the-Week July 2013
		SAV_Training Request
		Senior Leaders
		Training ORLs
		W313AA -- AAHS-RDR-R
		Action Officer Checklist

Organize	Burn	New folder	Name	Date modified	Type	Size
★ Favorites						
Recently Changed			ARIMS SOPs _ RM Tools	10/12/2012 12:08 ...	File folder	
Public			ARIMS Training Aids	10/3/2012 3:45 PM	File folder	
Desktop			ARIMS Training Presentations	4/25/2013 10:47 AM	File folder	
Downloads			Course Evaluations	10/19/2012 3:06 PM	File folder	
Recent Places			Email Correspondence	10/26/2012 11:32 ...	File folder	
			Forms	6/18/2013 3:04 PM	File folder	
Libraries			Korea Training	9/12/2011 3:26 PM	File folder	
Documents			OAA SAV 2012	4/16/2013 10:20 AM	File folder	
Music			RMD Staff Assistance Visits (SAV)	9/20/2012 10:17 AM	File folder	
Pictures			RMDA Tip of the Week June 2013	6/5/2013 1:31 PM	File folder	
Videos			RMDA Tip of the Week May 2013	6/5/2013 1:31 PM	File folder	
Computer			RMDA Tip-of-the-Week	6/5/2013 3:31 PM	File folder	
OSDisk (C:)			RMDA Tip-of-the-Week for December 20...	12/21/2012 9:22 AM	File folder	
rmd (\belva72594rd810) (F:)			RMDA Tip-of-the-Week for February 2013	1/17/2013 3:34 PM	File folder	
arb (\belva72594rd810) (G:)			RMDA Tip-of-the-Week January 2013	1/17/2013 3:29 PM	File folder	
mitchell.mckiver (\belva72594rd810\home\$) (H:)			RMDA Tip-of-the-Week July 2013	7/15/2013 10:08 AM	File folder	
f-flow (\belva70315dm002) (I:)			SAV_Training Request	4/5/2012 9:54 AM	File folder	
http://belvws2594rd804/rmd/aot/Shared Documents/A			Senior Leaders	3/8/2012 10:50 AM	File folder	
Shared Documents (\belva02594rd816\rmd\rmt) (Y:)			Training ORLs	10/17/2012 9:09 AM	File folder	
Shared Documents (\belva02594rd816\rmd\rmt) (Z:)			W313AA -- AAHS-RDR-R	5/5/2011 11:09 AM	File folder	
Network			Action Officer Checklist.xlsx	7/27/2011 1:17 PM	Microsoft Office E...	24 KB
			Actions Officers Guide.pptx	7/5/2011 1:05 PM	Microsoft Office P...	362 KB
			ARIMS Class 5 May 2011.pdf	10/18/2011 3:22 PM	Adobe Acrobat D...	63 KB
			ARIMS Overview 1 OAA 1.ppt	6/9/2011 10:13 AM	Microsoft Office P...	19,829 KB
			ARIMS RC_RM 2nd Review.ppt	2/29/2012 3:28 PM	Microsoft Office P...	1,289 KB
			ARIMS RC_RM Draft no changes.ppt	8/4/2011 9:45 AM	Microsoft Office P...	7,081 KB
			ARIMS RC_RM.ppt	8/11/2011 2:33 PM	Microsoft Office P...	5,516 KB
			ARIMS Training Memo.docx	10/18/2011 3:22 PM	Microsoft Office ...	51 KB
			ARIMS Trng Slides New.ppt	4/5/2011 9:05 AM	Microsoft Office P...	8,671 KB
			BRAC Trng Slides.ppt	6/9/2011 2:46 PM	Microsoft Office P...	478 KB
			Checklist for Units June FY11 - Copy.doc	6/27/2011 2:43 PM	Microsoft Office ...	466 KB
			Course Evaluation 1.doc	5/3/2011 8:18 AM	Microsoft Office ...	97 KB
			Course Evaluation 2.doc	5/10/2011 10:10 AM	Microsoft Office ...	97 KB
			Course Evaluation final.doc			

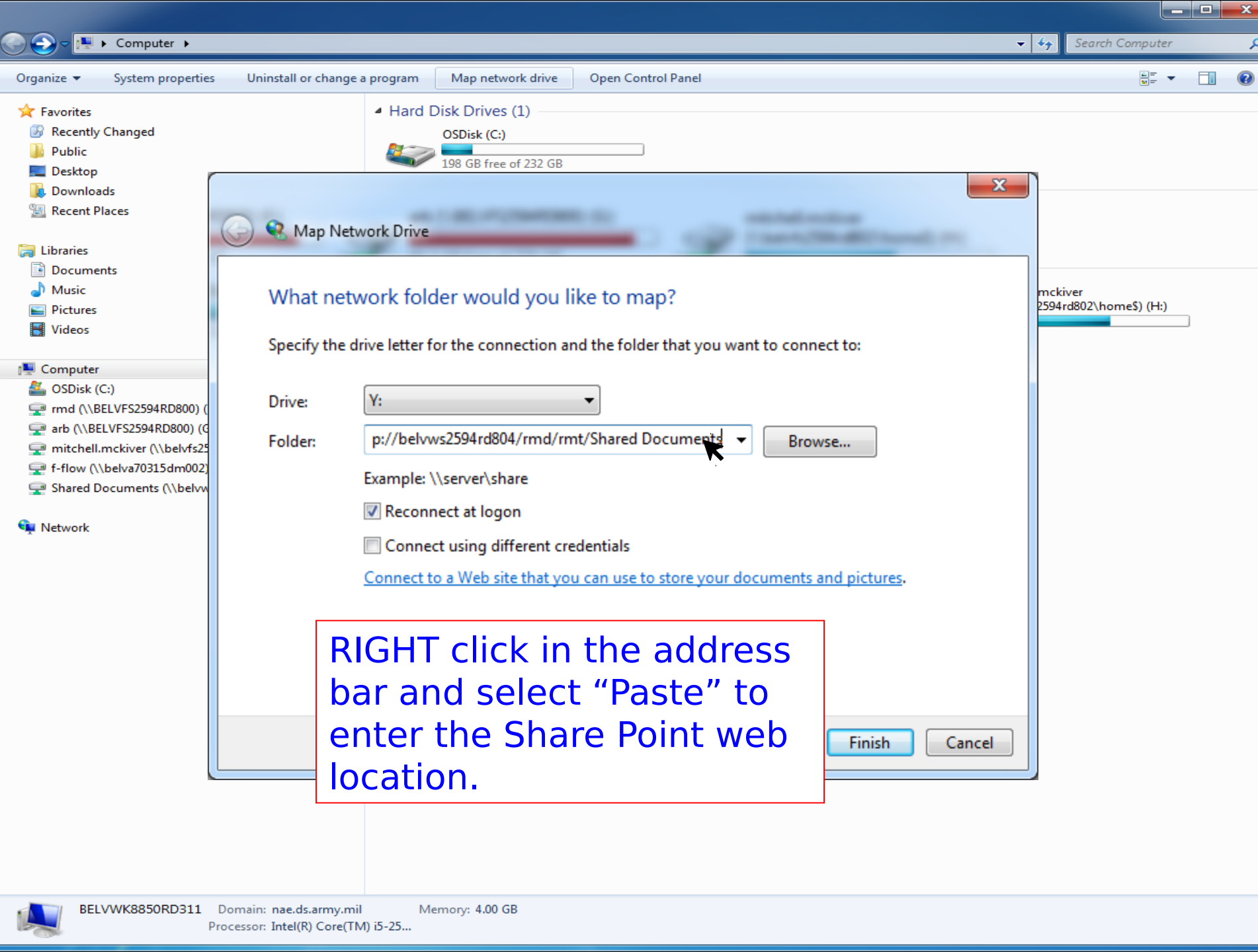
Next, minimize or close this screen, and open "My Computer" from the Start Menu.



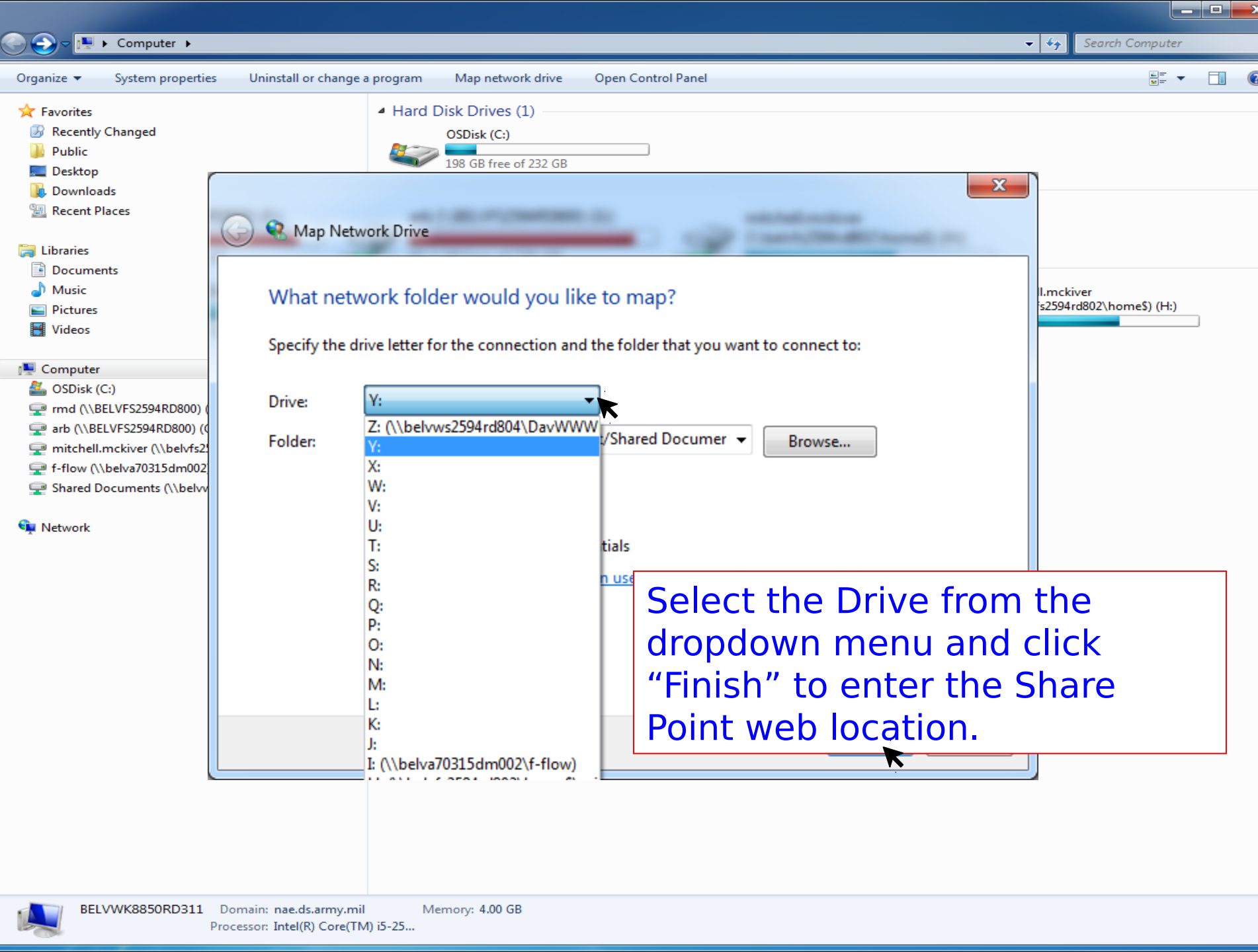


From the “My Computer” window, select “Map network drive” at the top of the page





RIGHT click in the address  
bar and select "Paste" to  
enter the Share Point web  
location.



What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive:

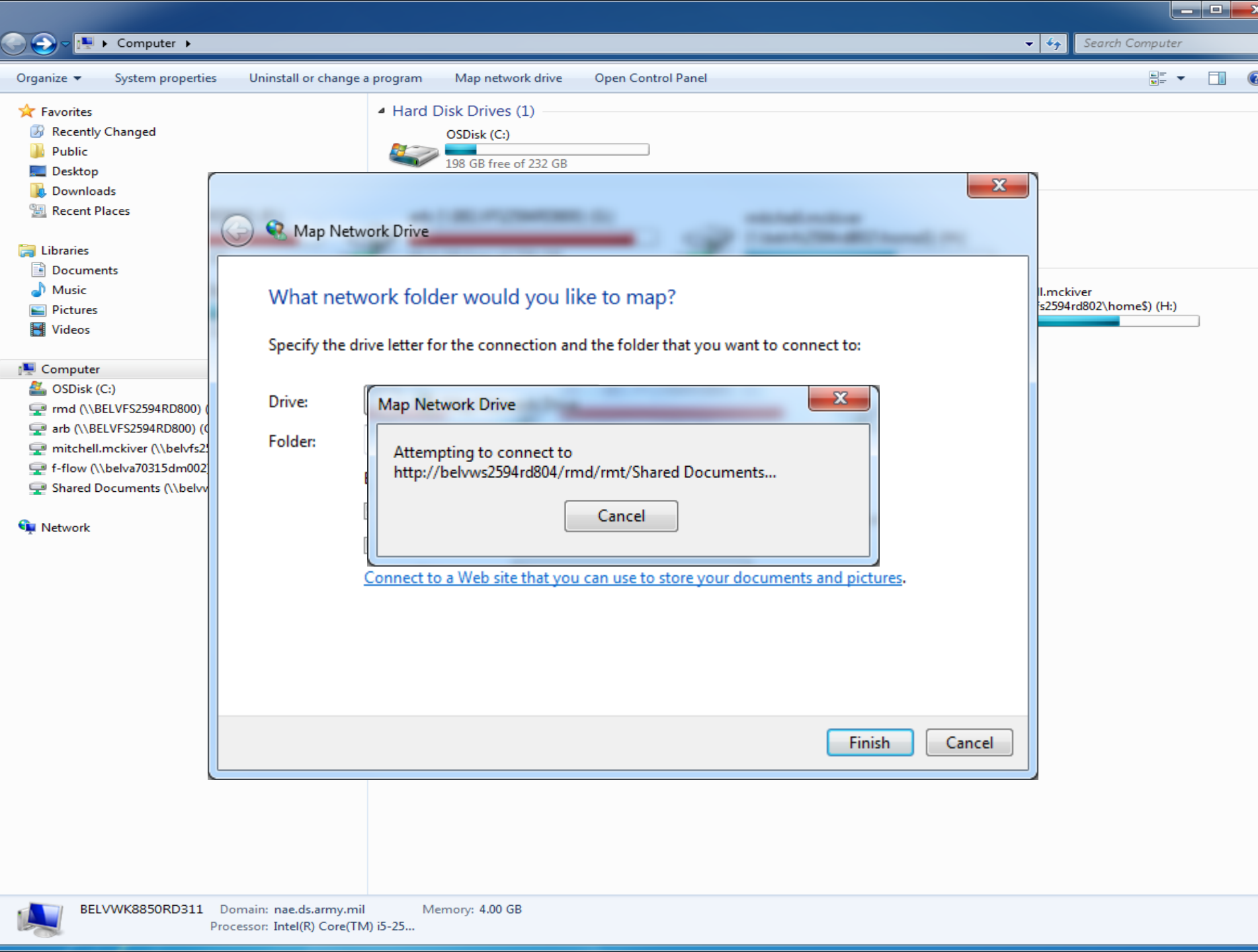
Y:  
Z: (\\belvws2594rd804\\DavWWW)  
Y:  
X:  
W:  
V:  
U:  
T:  
S:  
R:  
Q:  
P:  
O:  
N:  
M:  
L:  
K:  
J:  
I: (\\belva70315dm002\\f-flow)

Folder:

/Shared Documenter

Browse...

Select the Drive from the dropdown menu and click "Finish" to enter the Share Point web location.



★ Favorites

- Recently Changed
- Public
- Desktop
- Downloads
- Recent Places

Libraries

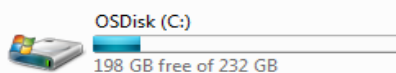
- Documents
- Music
- Pictures
- Videos

Computer

- OSDisk (C:)
- rmd (\\BELVFS2594RD800) (D:)
- arb (\\BELVFS2594RD800) (E:)
- mittchell.mckiver (\\belvfs2594rd802\home\$) (H:)
- f-flow (\\belva70315dm002) (I:)
- Shared Documents (\\belvws2594rd804\rmd\rmt\Shared Documents) (J:)

Network

Hard Disk Drives (1)



Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive:

Folder:

Map Network Drive

Attempting to connect to  
http://belvws2594rd804/rmd/rmt/Shared Documents...

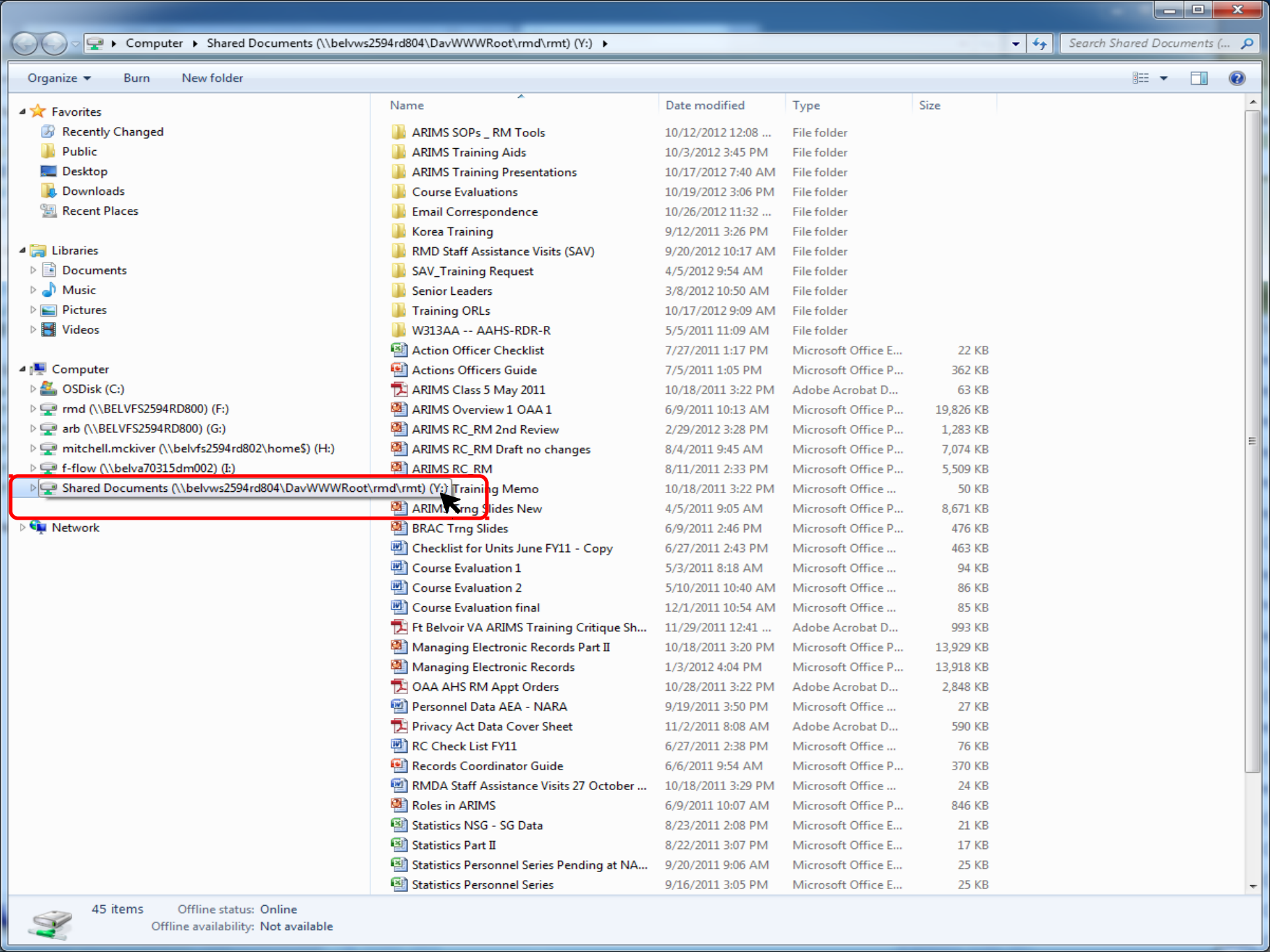
Cancel

[Connect to a Web site that you can use to store your documents and pictures.](#)

Finish

Cancel







U.S. ARMY

# ARIMS TRAINING

Army Records Information Management System

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA [Log Out](#)

HOME

SEARCH

UPLOAD

URLs & FOLDERS

MANAGE

MY ACCOUNT

HELP

ADMIN

REPORTS

Welcome to ARIMS, [Mitchell Mckiver](#). You Are Currently Logged In As: [Mitchell Mckiver](#), Unit: [US AHS-W313AA](#)

## MY FAVORITES

Your Most Used Pages and Functions

[My Profile / My Records Manager](#) »

[ARIMS PRODUCTION SITE](#) »

[EDIT YOUR FAVORITES](#) »

[SUBMIT A HELP DESK TICKET](#) »

## Alerts

24 URLs need your approval.

## Login Options

### Unit Selection

Select Unit:

Sign in As:

## Announcements as of 02/15/2013

- [New & Improved Reports for RA, RM & RM-RHAM Users](#) [+]
- [System Downtime on February 5th](#) [+]
- [Updated BAT for 64-Bit Operating Systems](#) [+]
- [System Maintenance Schedule](#) [+]

## Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

## MANAGE APPROVALS

URLs, Sponsorships, and Other Items  
Requiring Your Approval

URL: ARIMS FY13 (Supply)  
(2013), Proposed by Carmon,  
Tracy

URL: NCOER (2013),  
Proposed by Harrison, Robert

Role Escalation: Carl Allen  
Bush, WYE1D0(Records  
Manager)

Role Escalation: Gidget Ann  
Borst, W1TA06(Records  
Manager)

Unit Access Request: Alex  
Ramon Segura, WH4KAA  
(RM)

Unit Access Request: Kristel I





# ARIMS TRAINING

U.S. ARMY

Army Records Information Management System

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | [Log Out](#)

HOME

SEARCH

UPLOAD

ORLs & FOLDERS

MANAGE

MY ACCOUNT

HELP

ADMIN

REPORTS

UPLOAD > BULK UPLOAD

+ FAVORITES

Bulk Upload

Document Upload

## BULK ARCHIVE TOOL

Use this page to deploy the Bulk Archive Tool (BAT). The BAT can be used to upload multiple documents or emails into the ARIMS Army Electronic Archive. When you click on one of the links below the BAT will be downloaded onto your computer. The BAT will be automatically installed with user approval if 1) the BAT has never been installed on your computer or 2) the BAT has been upgraded since you last used it.

See the BAT User's Guide in the [References](#) section of ARIMS for further information on the use of the Bulk Archive Tool.

### 32-Bit Version

[Run the Bulk Archive Tool \(File System\)](#) »

[Run the Bulk Archive Tool \(Email System\)](#) »

### 64-Bit Version

[Run the Bulk Archive Tool \(File System\)](#) »

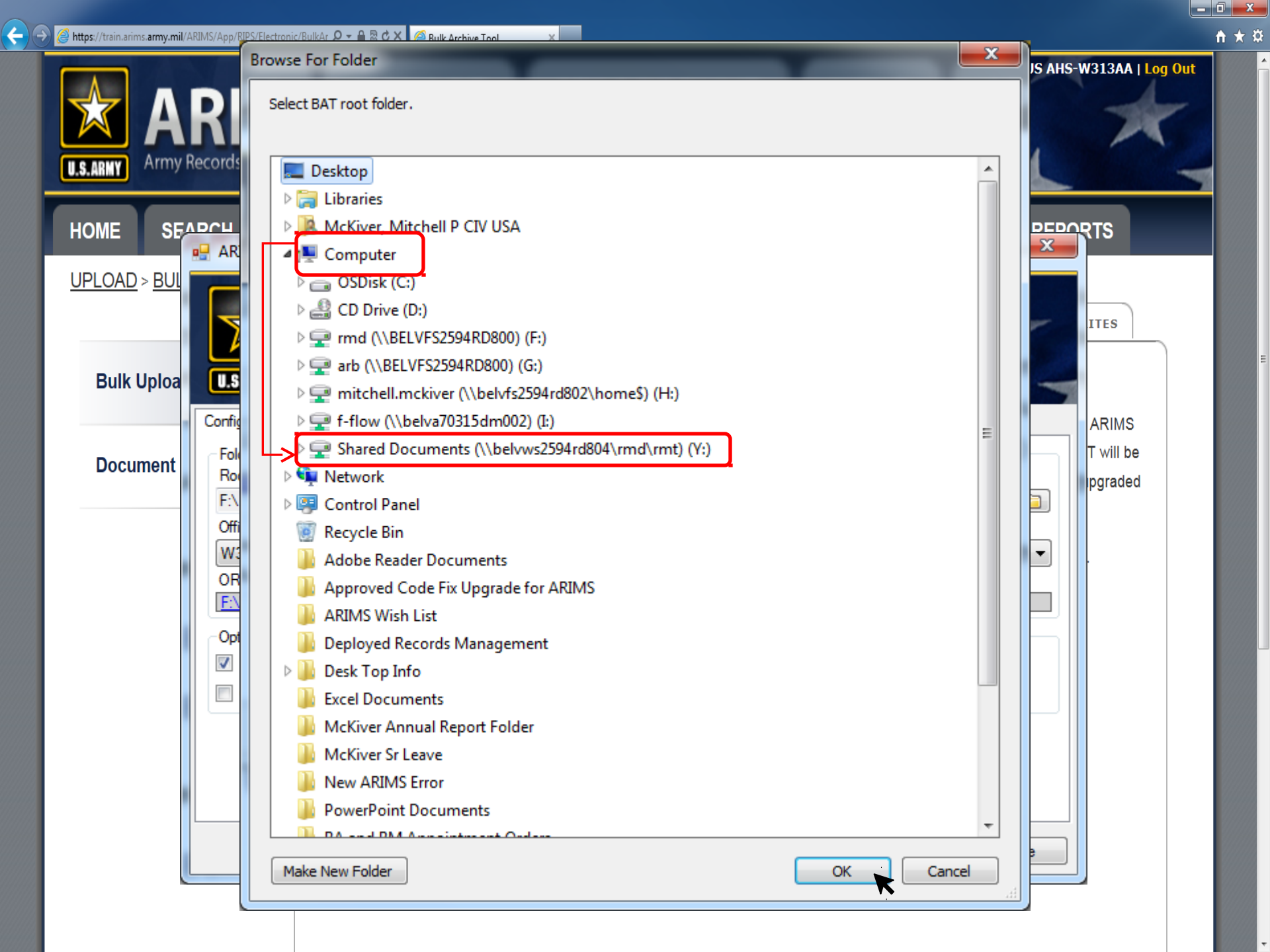
[Run the Bulk Archive Tool \(Email System\)](#) »



Run the Bulk Archive Tool (File System) »

Run the Bulk Archive Tool (Email System) »





## Browse For Folder

Select BAT root folder.

- Desktop
  - Libraries
  - McKiver, Mitchell P CIV USA
  - Computer
    - OSDisk (C:)
    - CD Drive (D:)
    - rmd (\\BELVFS2594RD800) (F:)
    - arb (\\BELVFS2594RD800) (G:)
    - mittchell.mckiver (\\belvfs2594rd802\\home\$) (H:)
    - f-flow (\\belva70315dm002) (I:)
    - Shared Documents (\\belvws2594rd804\\rmd\\rmt) (Y:)
  - Network
  - Control Panel
  - Recycle Bin
  - Adobe Reader Documents
  - Approved Code Fix Upgrade for ARIMS
  - ARIMS Wish List
  - Deployed Records Management
  - Desk Top Info
  - Excel Documents
  - McKiver Annual Report Folder
  - McKiver Sr Leave
  - New ARIMS Error
  - PowerPoint Documents
  - PA and PM Appointment Orders

Make New Folder

OK

Cancel



# ARIMS TRAINING

U.S. ARMY

Army

HOME

SEARCH

UPLOAD > BULK UPLOAD

Bulk Upload

Document

## ARIMS

Army Records Information Management System

Configuration

Folders

Legend

Log

Folder Tree

Root Folder

Y:\

Office Symbol

W313AA - AAHS-RDR-R

Office Records List

2013 - Records Management Division

URL Folder

Y:\W313AA - AAHS-RDR-R\2013 - Records Management Division

Options

☐ Remember last selected Office Records List

☐ Close program after successful upload

Update Folders

Close

Run the Bulk Archive Tool (File System) >>

Run the Bulk Archive Tool (Email System) >>



Run the Bulk Archive Tool (Email System) »»

http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllItems.aspxShared Documents - All Documents

Library Tools

Site ActionsBrowseDocumentsLibraryNAE\mitchell.mckiver

Standard View

Datasheet View

New Row

Create View

Create Column

Navigate Up

Modify View

Current View: All Documents

1 - 30

E-mail a Link

Alert Me

RSS Feed

Sync to SharePoint Workspace

Connect to Office

Connect to Outlook

Export to Excel

Open with Explorer

Form Web Parts

Edit Library

New Quick Step

Library Settings

Settings

RMT Libraries

Shared Documents

Recycle Bin

All Site Content

Type	Name	Modified	Modified By
Folder	ARIMS SOPs _ RM Tools	6/19/2013 3:25 PM	NAE\mitchell.mckiver
Folder	ARIMS Training Aids	6/19/2013 5:28 PM	NAE\mitchell.mckiver
Folder	ARIMS Training Presentations	6/19/2013 5:22 PM	NAE\mitchell.mckiver
Folder	Course Evaluations	6/19/2013 5:18 PM	NAE\mitchell.mckiver
Folder	Email Correspondence	6/19/2013 5:16 PM	NAE\mitchell.mckiver
Folder	Korea Training	6/19/2013 5:14 PM	NAE\mitchell.mckiver
Folder	OAA SAV 2012	6/20/2013 8:42 AM	Sisk, Carroll CIV USA
Folder	RMD Staff Assistance Visits (SAV)	6/19/2013 5:11 PM	NAE\mitchell.mckiver
Folder	RMDA Tip of the Week June 2013	6/20/2013 8:30 AM	Sisk, Carroll CIV USA
Folder	RMDA Tip of the Week May 2013	6/20/2013 8:31 AM	Sisk, Carroll CIV USA
Folder	RMDA Tip-of-the-Week	6/20/2013 8:31 AM	Sisk, Carroll CIV USA
Folder	RMDA Tip-of-the-Week for December 2012	6/20/2013 8:25 AM	Sisk, Carroll CIV USA
Folder	RMDA Tip-of-the-Week for February 2013	6/20/2013 8:26 AM	Sisk, Carroll CIV USA
Folder	RMDA Tip-of-the-Week January 2013	6/20/2013 8:28 AM	Sisk, Carroll CIV USA
Folder	RMDA Tip-of-the-Week July 2013	7/15/2013 10:08 AM	Sisk, Carroll CIV USA
Folder	SAV_Training Request	6/19/2013 5:06 PM	NAE\mitchell.mckiver
Folder	Senior Leaders	6/19/2013 5:05 PM	NAE\mitchell.mckiver
Folder	Training ORLs	6/19/2013 4:50 PM	NAE\mitchell.mckiver
Folder	W313AA -- AAHS-RDR-R	6/19/2013 3:40 PM	NAE\mitchell.mckiver
File	Action Officer Checklist	6/19/2013 3:40 PM	NAE\mitchell.mckiver

http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/All...W313AA -- AAHS-RDR-R - ...

NAE\mitchell.mckiver

Library Tools

DocumentsLibrary

Standard View  
View Format

Datasheet View  
View Format

New Row  
Datasheet

Create View  
Manage Views

Create Column  
Manage Views

Navigate Up  
Manage Views

Modify View  
Current View:  
All Documents  
Current Page

E-mail a Link  
Share & Track

Alert Me  
Share & Track

RSS Feed  
Share & Track

Sync to SharePoint Workspace  
Connect & Export

Connect to Office  
Connect & Export

Open with Explorer  
Connect & Export

Export to Excel  
Connect & Export

Connect to Outlook  
Connect & Export

Form Web Parts  
Customize Library

Edit Library  
Customize Library

New Quick Step  
Customize Library

Library Settings  
Settings

Settings

RMT Libraries

Shared Documents

Recycle Bin

All Site Content

Type	Name	Modified	Modified By
Folder	1963 - C4 IT ARIMS Training	6/19/2013 4:01 PM	NAE\mitchell.mckiver
Folder	1986 - G4 LOGISTICS	6/19/2013 4:32 PM	NAE\mitchell.mckiver
Folder	1987 - RMDA ORL	6/19/2013 4:42 PM	NAE\mitchell.mckiver
Folder	2011 - RIPSTEST	6/19/2013 4:48 PM	NAE\mitchell.mckiver
Folder	2011 - RMD - 2011	6/19/2013 4:07 PM	NAE\mitchell.mckiver
Folder	2012 - ARB ORL	6/19/2013 3:43 PM	NAE\mitchell.mckiver
Folder	2013 - Records Management Division	6/19/2013 3:40 PM	NAE\mitchell.mckiver
Folder	2013 - RMD ORL - 2013	6/19/2013 4:49 PM	NAE\mitchell.mckiver
Folder	2014 - 2014 - Records Managment Division	7/24/2013 8:30 AM	NAE\mitchell.mckiver
Folder	2015 - Test ORL 2015	6/19/2013 4:37 PM	NAE\mitchell.mckiver
Folder	2016 - Records Management Division	7/29/2013 1:34 PM	NAE\mitchell.mckiver
Folder	2017 - ARIMS Training Site Test	7/11/2013 11:27 AM	NAE\mitchell.mckiver
Folder	2048 - Mentos	6/19/2013 4:16 PM	NAE\mitchell.mckiver
Folder	2090 - Army Records Branch	6/19/2013 4:30 PM	NAE\mitchell.mckiver
Folder	BATTest	7/12/2013 9:46 AM	Wang, Simon T. CTR USA

Add document

Site Actions ▾

Browse

Library Tools

Documents

Library

Standard View

Datasheet View

New Row

Create View

Create Column

Navigate Up

Modify View ▾

Current View: All Documents ▾

Current Page ▹▸

E-mail a Link

Alert Me ▾

RSS Feed

Sync to SharePoint Workspace

Connect to Office ▾

Connect to Outlook

Export to Excel

Open with Explorer

Form Web Parts ▾

Edit Library

New Quick Step

Library Settings

Settings

View Format

Datasheet

Manage Views

Share & Track

Connect & Export

Customize Library

RMT Libraries

Shared Documents

Recycle Bin

All Site Content

Type	Name	Modified	Modified By
Folder	400B 0-6	7/29/2013 1:35 PM	NAE\mitchell.mckiver
Folder	400B 6+	7/29/2013 1:35 PM	NAE\mitchell.mckiver
Document	archive NEW	7/29/2013 1:35 PM	NAE\mitchell.mckiver

+

Add document



Site Actions ▾

Browse

Documents

Library

Library Tools

NAE\mitchell.mckiver ▾

Standard View

Datasheet View

New Row

Create View

Create Column

Navigate Up

Modify View ▾

Current View: All Documents ▾

Current Page ▹▸

E-mail a Link

Alert Me ▾

RSS Feed

Sync to SharePoint Workspace

Connect to Office ▾

Open with Explorer

Connect to Outlook

Export to Excel

Form Web Parts ▾

Edit Library

New Quick Step

Library Settings

Settings

View Format

Datasheet

Manage Views

Share & Track

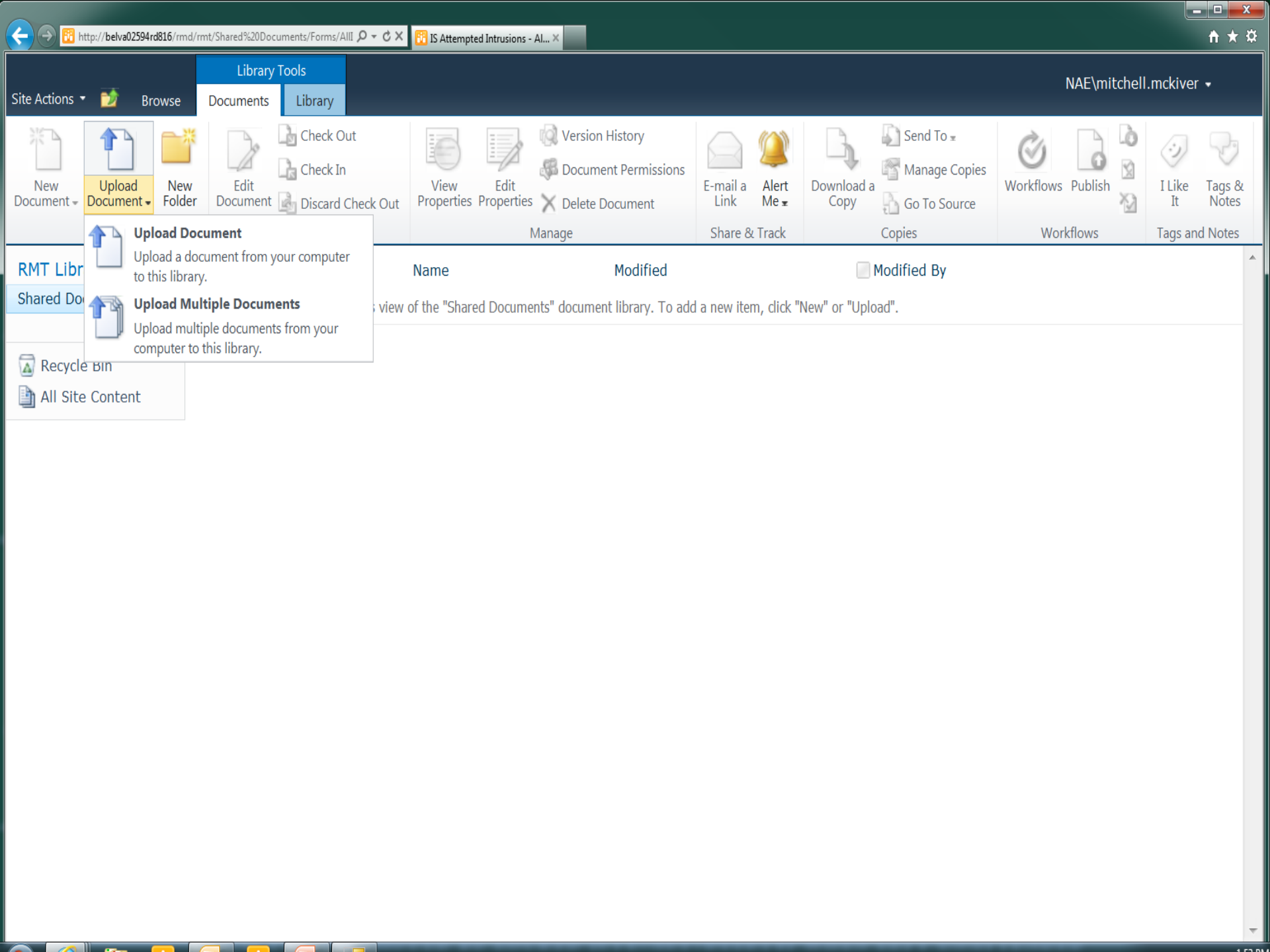
Connect & Export

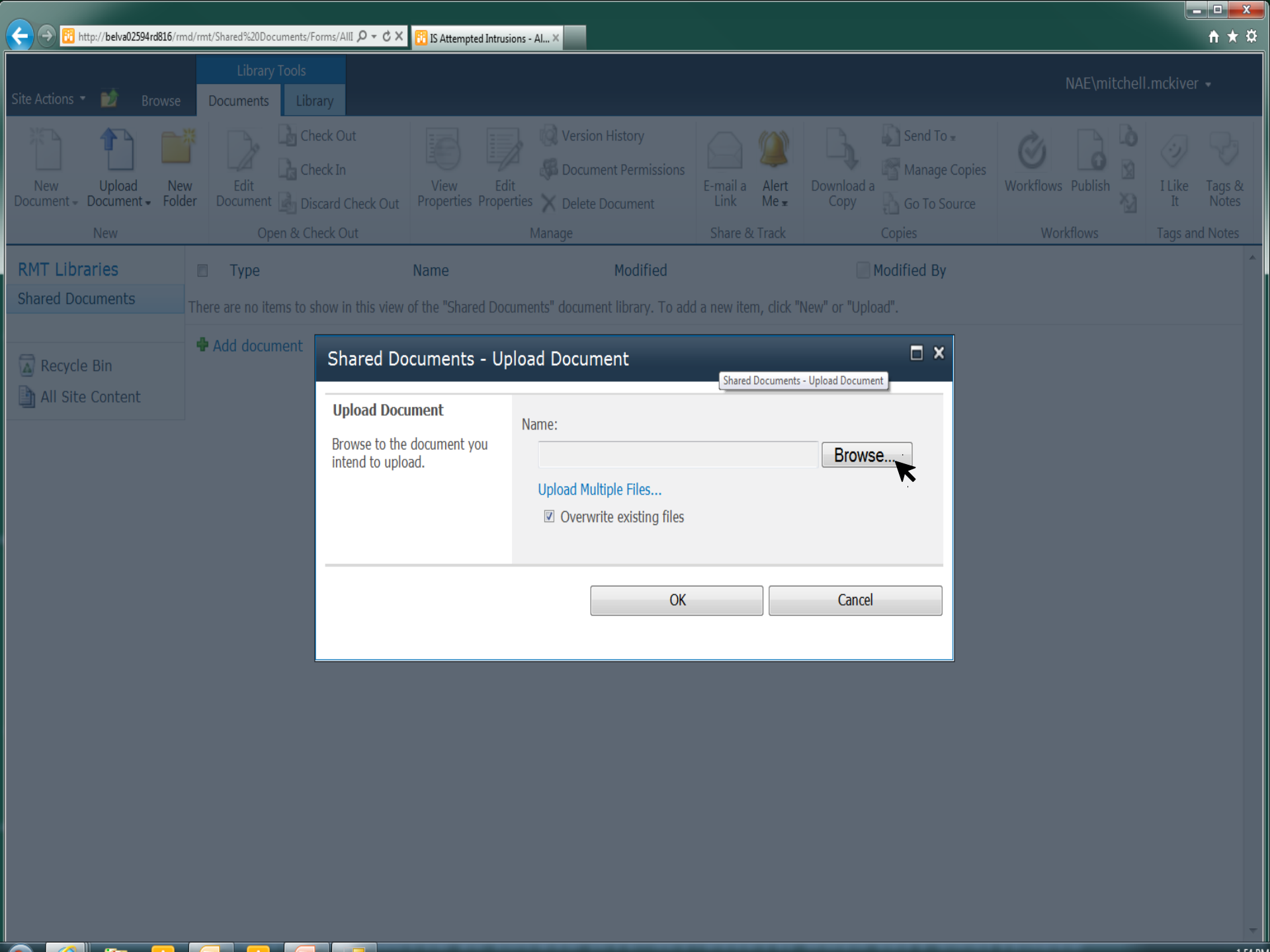
Customize Library

RMT Libraries		Type	Name	Modified	Modified By
Shared Documents					
			<a href="#">IS Attempted Intrusions</a>	7/29/2013 1:35 PM	NAE\mitchell.mckiver
			<a href="#">IS Suspected Intrusions</a>	7/29/2013 1:35 PM	NAE\mitchell.mckiver
			<a href="#">Successful Intrusions</a>	7/29/2013 1:35 PM	NAE\mitchell.mckiver
			<a href="#">Un-successful Intrusions</a>	7/29/2013 1:35 PM	NAE\mitchell.mckiver

[+ Add document](#)







RMT Libraries  
Shared Documents

Type	Name	Modified	Modified By
There are no items to show in this view of the "Shared Documents" document library. To add a new item, click "New" or "Upload".			

+ Add document

### Shared Documents - Upload Document

#### Upload Document

Browse to the document you intend to upload.

Name:

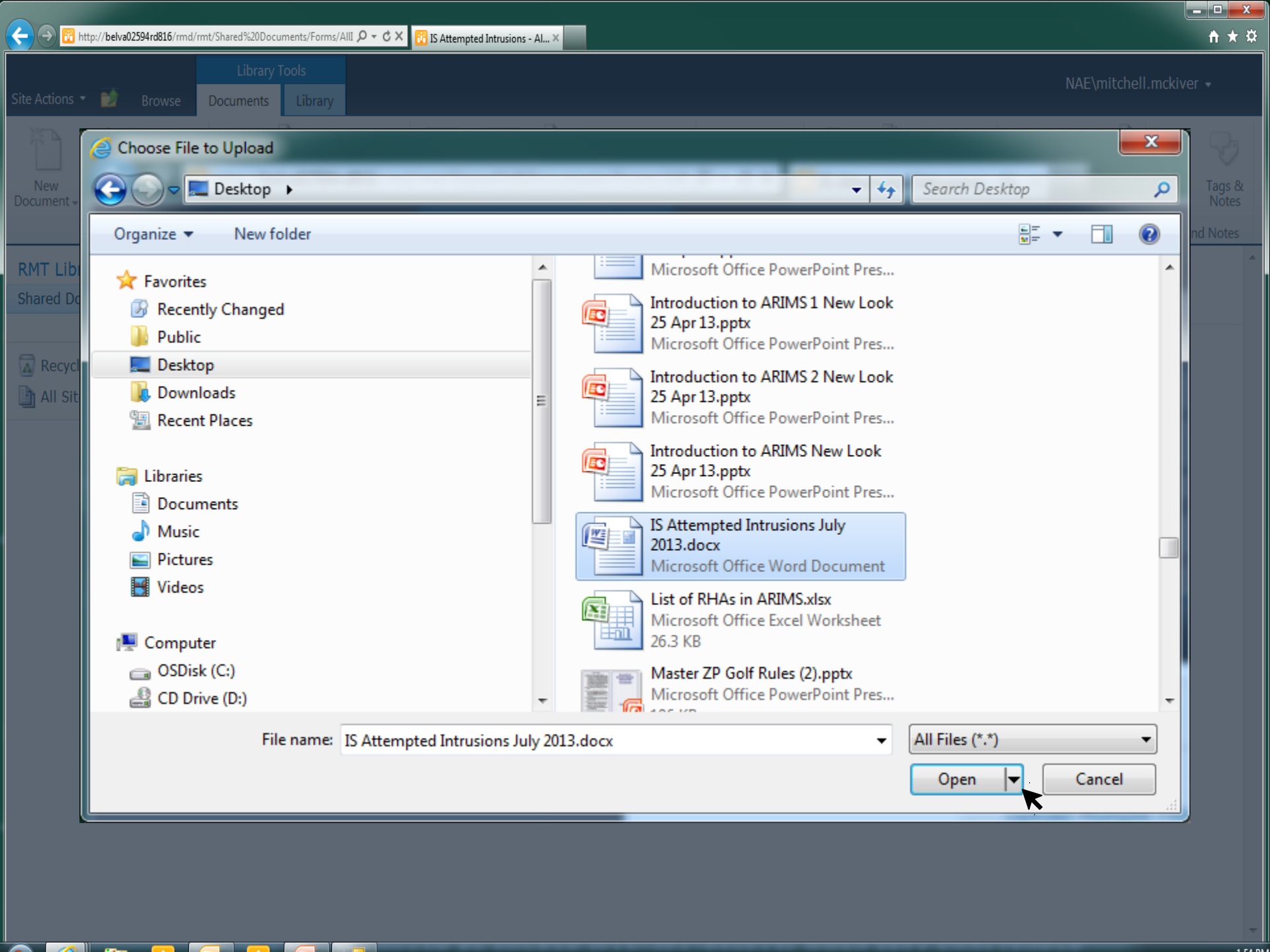
Browse...

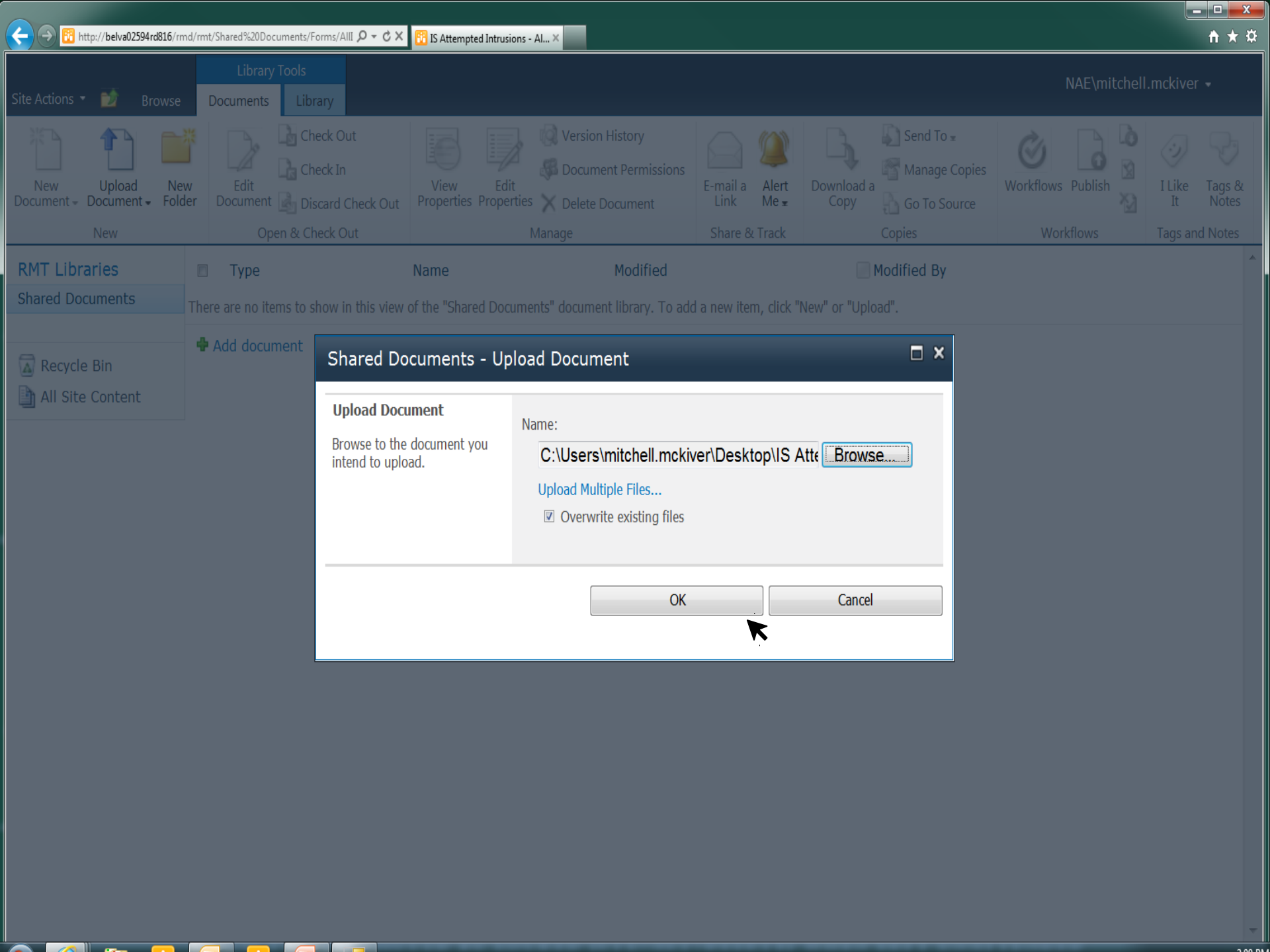
[Upload Multiple Files...](#)

☒ Overwrite existing files

OK

Cancel





Site Actions ▾

Browse

Documents

Library

NAE\mitchell.mckiver ▾

New Document ▾

Upload Document ▾

New Folder

Edit Document

Check Out

Check In

Discard Check Out

View Properties

Edit Properties

Delete Document

E-mail a Link

Alert Me ▾

Download a Copy

Send To ▾

Manage Copies

Go To Source

Workflows

Publish

I Like It

Tags & Notes

New

Open & Check Out




Manage

Share & Track

Copies

Workflows

Tags and Notes

<b>RMT Libraries</b>	Type	Name	Modified	Modified By
Shared Documents		IS Attempted Intrusions July 2013 	7/29/2013 2:01 PM	NAE\mitchell.mckiver
Recycle Bin	 Add document			
All Site Content				



Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | [Log Out](#)



# ARIMS TRAINING

U.S. ARMY

Army

ARIMS Bulk Archive Tool



## ARIMS

U.S. ARMY

Army Records Information Management System

Configuration Folders Legend Log

Folder Tree

Root Folder

Y:\

Office Symbol

W313AA - AAHS-RDR-R

Office Records List

2013 - Records Management Division

URL Folder

Y:\W313AA - AAHS-RDR-R\2013 - Records Management Division

Options

☐ Remember last selected Office Records List

☐ Close program after successful upload

Update Folders

Close

Run the Bulk Archive Tool (File System) »

Run the Bulk Archive Tool (Email System) »



Run the Bulk Archive Tool (Email System) »



Unit Name:	US AHS
Office Symbol:	AAHS-RDR-R
Record Number:	400B
Retention Period:	15
ACRS Record Title:	Information Management, Military Publications
Disposition Authority Number:	None
Prescribing Directive Number:	None
Created by:	Mitchell Mckiver
Create Date:	7/29/2013 11:55:50 AM
Close Date:	Not Closed
Privacy Act:	Y
Special Collection:	
Vital Record:	No

No freeze codes have been assigned to the above folder.

Click on the  
"Subject" to view  
the document.

Edit Folder Details

		<u>Sent</u>	<u>Author</u>	<u>Email Recipient</u>	<u>Electronic Signature</u>	<u>Encrypted</u>
IS Attempted Intrusions July 2013.docx	Word	7/29/2013 2:09:16 PM	Mitchell P. Mckiver		N/A	N/A



# QUESTIONS



# Running the BAT for Email



# ARIMS TRAINING

U.S. ARMY

Army Records Information Management System

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | [Log Out](#)

HOME

SEARCH

UPLOAD

ORLs & FOLDERS

MANAGE

MY ACCOUNT

HELP

ADMIN

REPORTS

UPLOAD > BULK UPLOAD

+ FAVORITES

Bulk Upload

Document Upload

## BULK ARCHIVE TOOL

Use this page to deploy the Bulk Archive Tool (BAT). The BAT can be used to upload multiple documents or emails into the ARIMS Army Electronic Archive. When you click on one of the links below the BAT will be downloaded onto your computer. The BAT will be automatically installed with user approval if 1) the BAT has never been installed on your computer or 2) the BAT has been upgraded since you last used it.

See the BAT User's Guide in the [References](#) section of ARIMS for further information on the use of the Bulk Archive Tool.

### 32-Bit Version

[Run the Bulk Archive Tool \(File System\)](#) »

[Run the Bulk Archive Tool \(Email System\)](#) »

### 64-Bit Version

[Run the Bulk Archive Tool \(File System\)](#) »

[Run the Bulk Archive Tool \(Email System\)](#) »



Run the Bulk Archive Tool (File System) »»

Run the Bulk Archive Tool (Email System) »»



Run the Bulk Archive Tool (File System) »

Run the Bulk Archive Tool (Email System) »

File

Edit

View

Go

Tools

Actions

Help

New

Print

Reply

Reply to All

Forward

Send/Receive

Search address books

Mail

Search Inbox

Favorite Folders

Inbox

Unread Mail

Sent Items

Mail Folders

All Mail Items

Appointment Orders

ARIMS II Issues

ARIMS II Issues1

New Look ARIMS Issues

RA and RM File

Drafts

Inbox

Junk E-mail

NARA Assessment 2010

New Look ARIMS Issues

Outbox

quarantine

RA and RM File Complete

Records Management Program

RM Email Journaling WG

RM Training WG

RMWG

RSS Feeds

Sent Items

Unindexed Records in ARIMS

WTC Litigation

Search Folders

AAHS-RDR-R 2012

AAHS-RDR-R 2013

400B 0-6

IS Attempted Intrusions - Unclassified

IS Suspected Intrusions - Unclassified

Successful Intrusions - Unclassified

Un-successful Intrusions - Unclassified

400B 6+

IS Attempted Intrusions

IS Suspected Intrusions

Successful Intrusions

Un-successful Intrusions

Deleted Items

Search Folders

Archive Folders

Mail

Calendar

Contacts

Tasks

From

Subject

Received

Si...

Catego...

From: USARMY APG CHRA-HQs Mailbox HQ DIR (3 items)

USAR... RE: ARIMS Down (UNCLASSIFIED) Thu 12/... 2...

USAR... RE: ARIMS Down (UNCLASSIFIED) Thu 12/... 3...

USAR... RE: ARIMS RM Designations, Civilian Human R... Wed 9/5... 2...

From: USARMY Ft Belvoir HQDA OAA AHA List RMDA SA Staff (15 items)

USAR... Implementation of Daily Reboots by Ft Belvoir N... Mon 1/3... 1...

USAR... IMPORTANT! PLEASE READ! Phishing Attack... Mon 1/2... 2...

USAR... New DOIM On-Site Support Person (UNCLASSI... Thu 1/1... 2...

USAR... IT Support Email Address (UNCLASSIFIED) Tue 1/3/... 1...

USAR... WARNING ORDER - System Reboot (UNCLAS... Thu 12/... 1...

USAR... FW: REMINDER: 2012 Annual Information Assu... Wed 12/... 2...

USAR... Fri 12/9/... 1...

USAR... Tue 11/... 1...

USAR... Mon 11/... 1...

USAR... Tue 11/... 1...

USAR... UPDATE on Information Assurance User Trainin... Mon 11/... 3...

USAR... Information Assurance User Training Website (... Wed 11/... 1...

USAR... 2012 Annual Information Assurance Training S: ... Thu 11/... 1...

USAR... RMDA IT SUPPORT TICKETS (UNCLASSIFIED) Thu 10/... 1...

USAR... New RMDA ALL Distribution Group (UNCLASSI... Tue 10/... 1...

From: USARMY Ft Belvoir HQDA OAA AHS List RMDA SA Staff (22 items)

March 2013

Su Mo Tu We Th Fr

24 25 26 27 28 1

3 4 5 6 7 8

10 11 12 13 14 15

17 18 19 20 21 22

24 25 26 27 28 29

31 1 2 3 4 5

RMB Team Meeting (U

Thu 2:30 PM - 3:00 PM

Casey Building Cafeteri

RMB Team Meeting (U

Thu 4/4 2:30 PM - 3:00 PM

Casey Building Cafeteri

RMB Team Meeting (U

Thu 4/11 2:30 PM - 3:00 PM

Casey Building Cafeteri

Arranged By: Due Date

Type a new task

Today

Drag and drop record emails into the appropriate SUBFOLDER.

1785 Items

Send/Receive Status 50%

Connected to Microsoft Exchange



## Mail IS Attempted Intrusions

Search IS Attempted Intrusions

## Favorite Folders

- Inbox
- Unread Mail
- Sent Items

## Mail Folders

## All Mail Items

- Appointment Orders
- ARIMS II Issues
- ARIMS II Issues1
- New Look ARIMS Issues
- RA and RM File
- Drafts
- Inbox
- Junk E-mail
- NARA Assessment 2010
- New Look ARIMS Issues
- Outbox
- quarantine
- RA and RM File Complete
- Records Management Program
- RM Email Journaling WG
- RM Training WG
- RMWG
- RSS Feeds
- Sent Items
- Unindexed Records in ARIMS
- WTC Litigation
- Search Folders
- AAHS-RDR-R 2012
- AAHS-RDR-R 2013
  - 400B 0-6
    - IS Attempted Intrusions - Unclassified
    - IS Suspected Intrusions - Unclassified
    - Successful Intrusions - Unclassified
    - Un-successful Intrusions - Unclassified
  - 400B 6
    - IS Attempted Intrusions
    - IS Suspected Intrusions
    - Successful Intrusions
    - Un-successful Intrusions
  - Deleted Items
  - Search Folders
- Archive Folders

## Mail

## Calendar

## Contacts

## Tasks

From Subject

Received

Size

Categories

From: USARMY Ft Belvoir HQDA OAA AHA List RMDA SA Staff (1 item)

USARMY Ft ... Implementation of Daily Reboots by Ft Belvoir NEC (UNCLASSIFIED) Mon 1/30/201... 18 KB

## Important

Hook, L

This mess... was conv...

Sent: Mo To: US

C1 as si fi ca ti on : UN CL AS SI FI ED Ca ve at s: FO UO

No ti fi ca ti on ha s be en re ce iv ed fr om th e Ft

## To-Do Bar

March 2013

Su	Mo	Tu	We	Th	Fr
24	25	26	27	28	1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31	1	2	3	4	5

RMB Team Meeting (U...  
Thu 2:30 PM - 3:00 PM  
Casey Building CafeteriaRMB Team Meeting (U...  
Thu 4/4 2:30 PM - 3:00 PM  
Casey Building CafeteriaRMB Team Meeting (U...  
Thu 4/11 2:30 PM - 3:00 PM  
Casey Building Cafeteria

Arranged By: Due Date

Type a new task

Today

U.S. ARMY

ARIMS TRAINING

HOME

SEARCH

UPLOAD > BULK UPLOAD

Bulk Upload

Document Upload

U.S. ARMY

ARIMS

Army Records Information Management System

Configuration

Folders

Legend

Log

Folder/File name

400B 6+

IS Attempted Intrusions

Implementation of Daily Reboots by Ft Belvoir NEC (UNCLASSIFIED)

IS Suspected Intrusions

Successful Intrusions

Un-successful Intrusions

400B 0-6

IS Attempted Intrusions - Unclassified

IS Suspected Intrusions - Unclassified

Successful Intrusions - Unclassified

Un-successful Intrusions - Unclassified

Upload Progress Bar

Progress

Update Folders

Begin Upload

Close

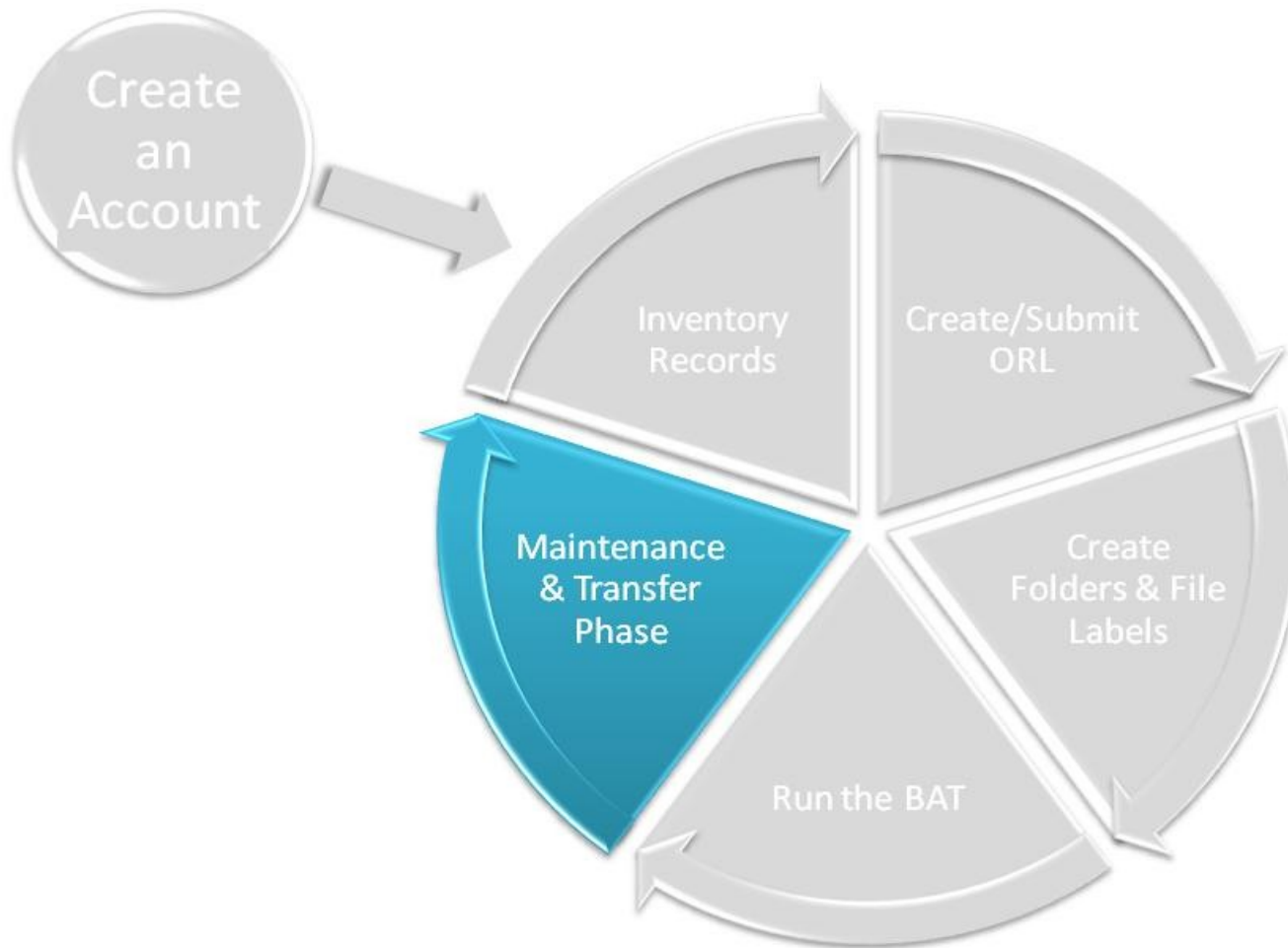
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

Run the Bulk Archive Tool (File System) >>

Run the Bulk Archive Tool (Email System) >>



# QUESTIONS





# Transferring Long Term and Permanent Records



# ARIMS TRAINING



Army Records Information Management System

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA [Log Out](#)

- HOME
- SEARCH
- UPLOAD
- ORLs & FOLDERS
- MANAGE
- MY ACCOUNT
- HELP
- ADMIN
- REPORTS

Welcome to ARIMS, [Mitchell Mckiver](#). You Are Currently Logged In As: [Mitchell Mckiver](#), Unit: [US AHS-W313AA](#)

## MY FAVORITES

Your Most Used Pages and Functions

[My Profile / My Records Manager](#) >>

[ARIMS PRODUCTION SITE](#) >>

[EDIT YOUR FAVORITES](#) >>

[SUBMIT A HELP DESK TICKET](#) >>

## Alerts

24 ORLs need your approval.

## Login Options

### Unit Selection

Select Unit:

Sign in As:

## Announcements as of 02/15/2013

- [New & Improved Reports for RA, RM & RM-RHAM Users](#) [+]
- [System Downtime on February 5th](#) [+]
- [Updated BAT for 64-Bit Operating Systems](#) [+]
- [System Maintenance Schedule](#) [+]

## Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

## MANAGE APPROVALS

ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: ARIMS FY13 (Supply) (2013), Proposed by Carmon, Tracy

ORL: NCOER (2013), Proposed by Harrison, Robert

Role Escalation: Carl Allen Bush, WYE1D0(Records Manager)

Role Escalation: Gidget Ann Borst, W1TA06(Records Manager)

Unit Access Request: Alex Ramon Segura, WH4KAA (RM)

Unit Access Request: Kristel I



# ARIMS TRAINING

U.S. ARMY

Army Records Information Management System

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | [Log Out](#)

- HOME
- SEARCH
- UPLOAD
- ORLs & FOLDERS
- MANAGE
- MY ACCOUNT
- HELP
- ADMIN
- REPORTS

[MANAGE](#) > [MANAGE ACCESS](#) > [USER ROLE CHANGE REQUEST](#)

+ FAVORITES

Manage Access

Manage Approvals

Manage Sponsorships

Manage Office Symbols

Manage Hardcopy

Records Destruction

Records Requests

## USER ROLE CHANGE

User Role Change Request | Unit Access Request

This screen allows the user to request a different role within a unit. The requestor will be notified of role approval or denial via email.

**Note:** Requests will be automatically denied after 30 days if no one has approved the request.

Units:

Current Role: RRS-A System Administrator (RRSASA)

Request Role:

Reason for Request:

Submit



Manage Access

Manage Approvals

Manage Sponsorships

Manage Office Symbols

Manage Hardcopy

Records Destruction

Records Requests

# TRANSFER TO RHA

Transfer to RHA | Receive Hardcopy Records | Relocate

Select the Office Symbol and Office Records List for the folders to be transfered. Click the check box next to items that you wish to transfer. Click the **Submit** button go to the Create Box page.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

<input checked="" type="checkbox"/>	Folder Name	Record Number	Retention Period	Special Collection
<input checked="" type="checkbox"/>	Office Records List	800D		
<input checked="" type="checkbox"/>	Office Job Descriptions	800D		
<input checked="" type="checkbox"/>	IT - Specialist - 2210	800D		
<input checked="" type="checkbox"/>	Adminsitrative Assistant - 0301	800D		
<input checked="" type="checkbox"/>	Management Analyst - 343	800D		
<input checked="" type="checkbox"/>	Director	800D		
<input checked="" type="checkbox"/>	Manager	800D		

Submit

- Manage Access
- Manage Approvals
- Manage Sponsorships
- Manage Office Symbols
- Manage Hardcopy**
- Records Destruction
- Records Requests

## CREATE BOX BARCODE LABEL

Select the Description, Media Type, Restrictions, RHA, Storage Location, Disposition, and Container Type for the transfer. Click the **Print SF-135** button and a pop-up will appear for printing the SF-135 form. When you have confirmed that the information is correct, sign the SF-135 and click the **Close** button. Click the **Print Labels** button and the Print Barcode Labels page appears. Make sure your printed labels are correct. If your labels did not print correctly, you may print them again before leaving the Print Barcode Labels page. If you have left the page you will not be able to reprint.

**Description:** Administration and Houskeeping \*

**Media Type:** Hardcopy \*

**Restrictions:** Privacy Act \*

**Select RHA:** Fort Belvoir-IMA-NE \*

**Storage Location:** Fort Belvoir IMA-NE

**Disposition:**  
☒ Accession Container (Folders with like disposition)  
☐ Storage Container (Mixed disposition)

**Container Type:** A - Standard

Print SF-135    Print Labels




- Manage Access
- Manage Approvals
- Manage Sponsorships
- Manage Office Symbols
- Manage Hardcopy**
- Records Destruction
- Records Requests

## CREATE BOX BARCODE LABEL

Select the Description, Media Type, Restrictions, RHA, Storage Location, Disposition, and Container Type for the transfer. Click the [OK] button to confirm that the information is correct, and the Print Barcode Labels page appears. Make sure you save the Print Barcode Labels

Message from webpage

 After printing the SF 135 you will be returned to this page to continue printing the barcode label.

OK

Restrictions:	Privacy Act	*
Select RHA:	Fort Belvoir-IMA-NE	*
Storage Location:	Fort Belvoir IMA-NE	
Disposition:	<input checked="" type="radio"/> Accession Container (Folders with like disposition) <input type="radio"/> Storage Container (Mixed disposition)	
Container Type:	A - Standard	

Print SF-135    Print Labels

ARIMS SF 135 Form

Use Landscape mode for correct printing.

PrintClose

RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records.

Page 1Total Pages

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228. 150.)

Fort Belvoir IMA-NE  
Records Holding Area - Fort Belvoir, 10105 Gridley Road, Suite 100  
Fort Belvoir, VA 22060

2. AGENCY TRANSFER AUTHORIZATION

TRANSFERRING AGENCY OFFICIAL (Signature and title)

DATE

3. AGENCY CONTACT

TRANSFERRING AGENCY LIAISON OFFICIAL (name, office and telephone no.)  
Mitchell Perry Mckiver  
703-428-6321


4. RECORDS CENTER RECEIPT

RECORDS RECEIVED BY (Signature and title)

DATE

5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)

W313AA  
Mitchell Perry Mckiver  
7701 Telegraph Road  
VA 22315

RECORDS DATA												
ACCESSION NUMBER			VOLUME (cu. ft.) (d)	AGENCY BOX NUMBERS (e)	SERIES DESCRIPTION (With inclusive dates of records) (f)	RESTRIC - TION (g)	DISPOSAL AUTHORITY (Schedule & item number) (h)	DISPOSAL DATE (i)	COMPLETED BY RECORDS CENTER			
RG (a)	FY (b)	NUMBER (c)							LOCATION (j)	SHELF PLAN (k)	CONT TYPE (l)	AUTO DISP (m)
			3.020	1	<b>Folder Title:</b> Adminisitrative Assistant - 0301 <b>File Name:</b> Administration and Housekeeping 3/27/2013 11:12:58 AM - 3/27/2013 11:18:18 AM  009958121127031387		800D 6+		Fort Belvoir IMA-NE		A	
			3.020	1	<b>Folder Title:</b> Director <b>File Name:</b> Administration and Housekeeping		800D 6+		Fort Belvoir IMA-NE		A	

- Manage Access
- Manage Approvals
- Manage Sponsorships
- Manage Office Symbols
- Manage Hardcopy**
- Records Destruction
- Records Requests

CREATE BOX BARCODE LABEL

Select the Description, Media Type, Restrictions, RHA, Storage Location, Disposition, and Container Type for the transfer. Click the **Print SF-135** button and a pop-up will appear for printing the SF-135 form. When you have confirmed that the information is correct, sign the SF-135 and click the **Close** button. Click the **Print Labels** button and the Print Barcode Labels page appears. Make sure your printed labels are correct. If your labels did not print correctly, you may print them again before leaving the Print Barcode Labels page. If you have left the page you will not be able to reprint.

Description: Administration and Housekeeping \*

Media Type: Hardcopy \*

Restrictions: Privacy Act \*

Select RHA: Fort Belvoir-IMA-NE \*

Storage Location: Fort Belvoir IMA-NE

Disposition: ☒ Accession Container (Folders with like disposition)  
☐ Storage Container (Mixed disposition)

Container Type: A - Standard

Print SF-135    Print Labels

## PRINT LABELS

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Print" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the ACRS Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Print

Close

Start at Row #: 1

Advanced Options >>

Administration and Houskeeping :

Hardcopy

Privacy Act





# The Army Electronic Archive (AEA)





# AEA Description

The AEA is a searchable archive that allows authorized users to retrieve, request access to, or request destruction of electronic records that have been uploaded into the AEA.



U.S. ARMY

# ARIMS TRAINING

Army Records Information Management System

HOME

SEARCH

UPLOAD

URLs & FOLDERS

MANAGE

MY ACCOUNT

HELP

ADMIN

REPORTS

Welcome to ARIMS, [Mitchell Mckiver](#). You Are Currently Logged In As: [Mitchell Mckiver](#), Unit: [US AHS-W313AA](#)

## MY FAVORITES

Your Most Used Pages and Functions

[My Profile / My Records Manager](#) »

[ARIMS PRODUCTION SITE](#) »

[EDIT YOUR FAVORITES](#) »

[SUBMIT A HELP DESK TICKET](#) »

## Alerts

25 ORLs need your approval.

## Login Options

### Unit Selection

Select Unit:

Sign in As:

## Announcements as of 02/15/2013

- [New & Improved Reports for RA, RM & RM-RHAM Users](#) [+]
- [System Downtime on February 5th](#) [+]
- [Updated BAT for 64-Bit Operating Systems](#) [+]
- [System Maintenance Schedule](#) [+]

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Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

## MANAGE APPROVALS

ORLs, Sponsorships, and Other Items  
Requiring Your Approval

ORL: 30th AG S4 (2013),  
Proposed by Gifford, Elijah

ORL: ARIMS FY13 (Supply)  
(2013), Proposed by Carmon,  
Tracy

Role Escalation: Carl Allen  
Bush, WYE1D0(Records  
Manager)

Role Escalation: Gidget Ann  
Borst, W1TA06(Records  
Manager)

Unit Access Request: Alex  
Ramon Segura, WH4KAA  
(RM)

Unit Access Request: Kristel I



U.S. ARMY

# ARIMS TRAINING

Army Records Information Management System

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | [Log Out](#)

[HOME](#) [SEARCH](#) [UPLOAD](#) [ORLs & FOLDERS](#) [MANAGE](#) [MY ACCOUNT](#) [HELP](#) [ADMIN](#) [REPORTS](#)

[SEARCH](#) > [SEARCH FOR RECORDS](#) > [SEARCH FOR RECORDS](#)

[+ FAVORITES](#)

Search ACRS

Search Crosswalk

Search for Records

Admin Search

List / Export

## RECORDS SEARCH — FIND RECORDS IN THE ARIMS MASTER INDEX

You may search using any combination of the fields below. If no text is entered in the Subject field, the folder and document check boxes are ignored. If text is entered in the Subject field, the folder and document check boxes are included together. All other fields are integrated when text is entered. If Record Type is used and the All check box is not checked, you cannot search on the Event and Calendar, nor the Permanent and Time-based options at the same time. If the Date Submitted Range is used, it must contain a beginning date, but the ending date is optional. You cannot enter an ending date without a beginning date.

ACOM/ASCC/DRU:

Unit:

Office Symbol:

Record Media Type: [What's this?](#)

☒ All Records ☐ Electronic Records ☐ Hardcopy Records

Search In: ☒ Folder ☒ Document Subject:

Keyword(s):

Record Number:

Special Collection:

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ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: AAHS-RDR-R \*

Record Media Type: What's this?

☒ All Records

☐ Electronic Records

☐ Hardcopy Records

Search In:

☒ Folder

☒ Document

Subject: Housekeeping

All of the words entered

Keyword(s):

Housekeeping

All of the words entered

Record Number:

1-1c

Special Collection:

OPERATION DESERT SHIELD

Vital Records:

☒ No

☐ Yes

Date Submitted Range:

10/22/1962

through: 10/22/2013

(mm/dd/yyyy)

2011 & Earlier Criteria

Record Instruction Category: 1 - ADMINISTRATION

Record Instruction Title: Annual Funding program

All of the words entered

Record Type: What's this?

☒ Event

☒ Calendar

☒ Permanent

☒ Time Based

☒ All

Privacy Act Number:

A0870-5DAMH

Disposition Authority:

NC1-AU-76-59

Prescribing Directive:

AR 70-2

2012+ Criteria

Record Series: 200 - Installation Management and Field Organizations

Sub-series: 200B - Religious Activities, Cemeteries

Duration: 6+

Privacy Act Number: 

☒ NA ☐ Yes

Submit Search

Search ACRS

Search Crosswalk

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MASTER INDEX SEARCH RESULTS

Return to Search Criteria

Apply Global Freeze Code  
Lift Global Freeze Code

<input checked="" type="checkbox"/>	Folder Title	Created By	Created Date	Record Type	Status	Freeze Code(s)
<input checked="" type="checkbox"/>	Administrative Assistant - 0301	mittchell.mckiver	11/6/2013 11:17:46 AM	Hardcopy	Checked In	Show
<input checked="" type="checkbox"/>	Director	mittchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked In	Show
	IS Attempted Intrusions	mittchell.mckiver	7/24/2013 8:26:57 AM	Electronic	Opened	Show
	IS Attempted Intrusions	mittchell.mckiver	7/29/2013 11:55:50 AM	Electronic	Opened	Show
	IS Suspected Intrusions	mittchell.mckiver	7/24/2013 8:26:57 AM	Electronic	Opened	Show
	IS Suspected Intrusions	mittchell.mckiver	7/29/2013 11:55:50 AM	Electronic	Opened	Show
	Management Analyst - 342	mittchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked Out	Show
	Manager	mittchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked Out	Show
	Office Job Descriptions	mittchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked Out	Show
	Office Records List	mittchell.mckiver	11/6/2013 11:22:52 AM	Hardcopy	Checked Out	Show
	Resource Management	mittchell.mckiver	11/6/2013 11:24:08 AM	Hardcopy	Checked Out	Show
	Successful Intrusions	mittchell.mckiver	7/24/2013 8:26:57 AM	Electronic	Opened	Show
	Successful Intrusions	mittchell.mckiver	7/29/2013 11:55:51 AM	Electronic	Opened	Show
	T - Specialist - 2210	mittchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked Out	Show
	Un-successful Intrusions	mittchell.mckiver	7/24/2013 8:26:57 AM	Electronic	Opened	Show
	Un-successful Intrusions	mittchell.mckiver	7/29/2013 11:55:51 AM	Electronic	Opened	Show

Request Folders

Search ACRS

Search Crosswalk

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## SUBMIT RECORDS REQUEST

Use this screen to submit a records access request. Select the request type and priority then click **Request Records**. You may also specify a date after which this request would become invalid. If no date is specified, the request will sit in the queue until it is approved or denied.

Request Type: Employee \*

Request Priority: High \*

Expiration Date: 11/01/2013

Description: PCS Orders.

Cancel Request

Request Records

Hardcopy records request.

You may remove items from the request using the table below. Select the items that you do not want and click **Delete Selected Records from Request**.

<input type="checkbox"/>	Record Subject	Owner	Creation Date	Record Type
<input type="checkbox"/>	Administrative Assistant - 0301	Mitchell Mckiver	11/6/2013 11:17:46 AM	Hardcopy
<input type="checkbox"/>	Director	Mitchell Mckiver	11/6/2013 11:22:14 AM	Hardcopy

Delete Selected Records from Request

FOLDER DETAILS

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

Create AO Folder Close Folder Close Detailed View

Folder Title:	IS Suspected Intrusions
Record Type:	Electronic
Location:	NA
RHA:	CFA
UIC:	W313AA
Unit Name:	US AHS
Office Symbol:	AAHS-RDR-R
Record Number:	400B
Retention Period:	30
ACRS Record Title:	Information Management, Military Publications
Disposition Authority Number:	None
Prescribing Directive Number:	None
Created by:	Mitchell Mckiver
Create Date:	3/19/2013 2:44:44 PM
Close Date:	Not Closed
Privacy Act:	Y
Special Collection:	
Vital Record:	No

No freeze codes have been assigned to the above folder.

Edit Folder Details

Subject	Format	Date Filed or Email Sent	Author
IS Suspected Intrusions - Feb 2013.docx	Word	3/25/2013 11:43:15 AM	Mitchell P. Mckiver
IS Suspected Intrusions - Jan 2013.docx	Word	3/25/2013 11:43:16 AM	Mitchell P. Mckiver

Click on the hyperlink to view electronic the record





# QUESTIONS



# Summary

- ❑ ACRS simplifies the record number search process
- ❑ Creating ORLs process remains unchanged
- ❑ Prerequisites for running the BAT:
  - An Approved ORL
  - Creation of electronic folders
- ❑ After running the BAT, documents may take up to 24 hours to appear in the ARIMS Master Index, however, they are immediately available via the List Folders function.